NCC

UNITY & DISCIPLINE

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THE

STANDING ORDERS

OF THE

2 MADRAS BATTALION

NATIONAL CADET CORPS

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Enumerated
3 N.C.O.

Duty and Discipline

—:o:—

"To obey God's orders
as delivered by conscience—
that is DUTY;

To obey man's orders
as issued by rightful authority—
that is DISCIPLINE.

The foundation of both alike is
denial of self
for a higher good.

Unless the lesson of Duty
be first well learned,
the lesson of DISCIPLINE
can be but imperfectly understood."

NATIONAL ANTHEM

Jana gana mana adhi nayaka jayahe
Bharatha Bhagya vidhata

Punjaba Assam Gujaratha Maratha
Dravida Utkala Vanga

Vindhya Himachala Yamuna Ganga
Ucchala jaladhi taranga

Tava subha name jage
Tava subha asisha mage

Gahe tava jaya gatha
Jana gana mangala dayaka jayahe
Bharatha bhagya vidhata

Jayahe, jayahe, jayahe
Jaya jaya jaya jayahe
(Bharatha bhagya vidhata)

Tagore's English Translation

Thou art the ruler of the minds of all people
Thou Dispenser of India's destiny.

Thy name rouses the hearts
Of the Punjab, Assam, Gujarat and Maratha,
Of Dravid, Orissa and Bengal.

It echoes in the hills of the Vindhyas and Himalayas
mingles in the music of Jumna and Ganges
and is chanted by the waves of the Indian sea.

They pray for Thy blessing and sing thy praise,
Thou dispenser of India's destiny.
Victory, Victory, Victory to Thee.

PREFACE

—:0:—

THE Battalion Standing Orders, compiled by a Committee of Officers of 2 MADRAS Bn NCC and approved by HQ 2 Circle Cadet Corps, MADRAS are published under the authority of the NCC Act and Rules 1948.

This manual is intended to assist the NCC Officers and Cadets to achieve the ideals of the NCC and to promote the efficiency, discipline and well-being of this Unit, to which they have the honour to belong. This manual fulfils a long-felt need of a book codifying the numerous unwritten laws and customs of the NCC which the Officers and Cadets had to learn from experience after making many mistakes.

I am sure that this manual will serve a very useful and practical guide to all Officers and Cadets in the discharge of their duties for the honour and glory of the Nation.

V. V. Subramaniam,
Major,
Officer Commanding,
2 Madras Bn. NCC.

Tiruchi,
14—5—'60.

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CHAPTER I

INTRODUCTION

History of the National Cadet Corps

The Government of India started in 1925 a scheme of voluntary military training amongst the University students and named it the University Training Corps (UTC). Only a very small percentage of University students were trained under this scheme. The designation was changed in 1943 into the University Officers Training Corps (UOTC). With a view to widening the scope of this great nation-building activity and fitting it in with the requirements and aspirations of Free India, an Act of Parliament was passed in 1948 as "The National Cadet Corps Act" under which the training has been thrown open to a larger number of students in the Universities and has also been extended to High Schools. The NCC consists of 3 divisions:

1. The Senior Division for the University Boys up to the age of 26.
2. The Junior Division for the High School Boys between 13 and 18½ years.
3. The Girls' Division for the University and School girls.

The Senior and Junior Divisions are both sub-divided into the Army, Naval and Air wings. The Girls' Division is divided into Senior and Junior wings; the Senior wing caters for girl students in Colleges and Junior wing for those in schools.

Aims of the NCC

The aims of the NCC are :

1. To develop character, comradeship, the ideal of service, and capacity for leadership in young men and women ;
2. To provide service training to young men and women so as to stimulate interest in the defence of the country ; and
3. To build up a reserve of potential officers to enable the Armed Forces to expand in a national emergency.

The development of good character and good qualities in the formative and most impressionable years of boys and girls is the first and the most important aim of the NCC. The other two aims are progressively and automatically achieved along with their training in the NCC. The primary duty of a cadet is to pursue his/her studies and the voluntary military training in the NCC helps the cadet become a better student, sublimates undesirable instincts and inculcates wholesome characteristics, such as respect for law, self-discipline, confidence, independence of judgement, good citizenship, smart bearing, esptrit-de-corps, dignity of labour, sense of responsibility, leadership, etc.

Social Service and the NCC

1. After a careful consideration of the matter the Government of India decided in 1953 to make social service camps an integral part of NCC training with a view

(i) to inculcate the spirit of self-help and cooperation,

(ii) to acquaint the youth with the rural problems, and

(iii) to instil in them the dignity of labour.

The social service takes the form of nation-building works like the construction of roads and houses, slit and slum clearances, digging of canals or wells, construction of embankments, adult education, medical relief to rural people, etc. Thus social service training diverts the energy of the students into a creative channel by utilising their services in some nation-building tasks, and develops the ideal of service in young men and women. As Gandhiji has said, " Our education has got to be revolutionised. The brain must be educated through the hand. Why should you think that the mind is everything and the hands and feet nothing ? Those who do not train their hands, who go through the ordinary rut of education, lack music in their life . . . . "

2. The NCC is essentially an educational movement ; it is the premier youth movement in the country. It does not aim at turning students into soldiers through the military training given to students. The aim of social service camps too is not to turn them into road or canal builders. Social Service Camps teach the students to do organized work in a disciplined and orderly manner with a spirit of brotherhood and cooperation, develop in them powers of toughness and endurance, and establish the close contact between the NCC officers and cadets from the various colleges. Training in social service is education itself as it serves to underline the virtue of social participation in a country where the educated look down upon manual labour. Only those who watch the cadets build bridge or lay a road

know their enthusiasm, cheerfulness, satisfaction and the feeling of reassurance and fulfilment of the artist or the author. The criticism that it is uneconomic to waste the time, energy and talent of the youth on tasks which it is ill-equipped to do may look fashionable but not reasonable.

Discipline

Discipline is a word which is cordially detested. It raises unpleasant thoughts as we hear the word itself. Yet it is essential for the well-being of the whole community.

Discipline cannot be instaneously transmitted in the same manner as enthusiasm ; it takes some time to build up discipline in bodies of men but once accomplished, it has a quality of permanence. It produces a spirit of cheerful obedience to orders, which in itself creates orderliness, avoids confusion and promotes efficiency. It implants an instinct of duty and devotion to duty ; it enables one to confront all difficulties and disasters, uncertainly and success. It produces morale or the spirit of endurance and the capacity to suffer inconvenience, hardships or great personal discomfort in the necessary interests of the community. It enables one to withstand demoralizing influences such as fear, fatigue, hunger and sedition.

Discipline transforms a disorganised rabble into an efficient fighting force. No military organization is capable of prolonged effort or resistance unless it is a disciplined organization. Disciplined forces will stand the strain longer than those which are not.

(*a*) Army discipline consists in doing exactly what one is told to do, which in effect means the immediate

and willing obedience to all orders issued. It must be remembered that all orders are issued with a purpose and must be obeyed implicitly even though the object of orders in some cases may not be obvious.

(*b*) For the purpose of ensuring discipline in the army, certain powers are delegated to certain Officers. In the case of the N. C. C., the Act lays down a scale of offences and punishments which are reproduced below. Officers will remember that the secret of army discipline is the certainty rather than the severity of punishment for a military offence ; and that the basic idea of punishments in the army is not that they should be large and deterrent, but rather small and speedy in their execution.

Girls' Division

The objects of the training to be given to the Girl Cadets are :—

(*a*) to develop the personality of the Girls ;

(*b*) to make them more self reliant ;

(*c*) to build up their physique ; and

(*d*) to train the College Girl Cadets in certain subjects so that they can, in an emergency, take on some of the duties normally carried out by the men.

Auxiliary Cadet Corps

Within 5 years of the inauguration of the N. C. C. it became very popular and there was a great demand from educational authorities all over the country for allotment of more and more N. C. C. units to their Institutions. However due to financial consideration this demand could not be met in full. Therefore, a cheaper scheme for imparting some training in discipline

and development of character to a large body of students who could not possibly be covered by N. C. C. was evolved in 1952. Initially this was known as "National Youth Movement" but in 1953 it was redesignated as "Auxiliary Cadet Corps" and formal orders raising it as a supplementary organisation to the N. C. C. were issued under Govt. of India, Ministry of Defence letter dated 6 Oct. 1953. The A. C. C. is open for enrolment on voluntary basis to students, (boys & girls) between the ages of 13 and 16 Years.

ACC has less of a military bias

The aims and objects of the Auxiliary Cadets Corps are as follows :—

(*a*) Firstly, to build up the youth mentally, morally and physically and to make them good and disciplined citizens by developing their character and capacity for leadership ;

(*b*) Secondly, to develop in them a sense of patriotism ;

(*c*) Thirdly, to develop team spirit, corporate life and self-confidence and train them for social service ; and

(*d*) Fourthly, to teach them the dignity of labour.

NCC DIRECTORATE

The control and administration of the National Cadet Corps and the Auxiliary Cadet Corps is vested in the "National Cadet Corps Directorate" which is an Inter-service Organisation under the Ministry of defence,

Government of India. The head of the Organisation is the Director National Cadet Corps who, according to the present establishment, is an Officer of the Regular Army with the rank of Major General. He is assisted by a Deputy Director and has officers of the three Services as his staff Officers.

The Director National Cadet Corps is directly responsible to the Ministry of Defence for all matters pertaining to Organisation, administration, training and expansion of the N. C. C. and A. C. C.

The N. C. C. Directorate is divided into four main Sections, each under an Assistant Director. Under the Assistant Directors are a number of Staff Officers. Briefly the functions of the various Section of the Directorate are as follows :—

N. C. C. Coord. Section

Coordination of the work in the Directorate, Raising and expansion plans of N. C. C. Parliament Questions, N. C. C. Conferences, Constitution of State Advisory Committees, Circular Questions relating to establishment at N. C. C. Dte. and Circle HQs., N. C. C. Budget and Statistics, Financial and Accounting procedure and Pay and allowances of N. C. C. officers and Cadets.

N. C. C. I Section

Control and implementation of plans and policy regarding training of N. C. C. Units, Certificate examinations, selections of N. C. C. Cadets for commissions in the Army and Air Force.

N. C. C. II Section

Training and control of N. C. C. Naval Units, Posting and transfers of Armed Forces Officers, Provi-

sion of permanent training staff for all N. C. C. Units, Commissioning of N. C. C. Officers. Discipline N. C. C. Cadets, Provision of clothing and stores for N. C. C. Units and Move of provision of vehicles.

A. C. C. Section

Raising, Expansion and Training of the A. C. C., provision of Regular Army Instructional staff, Organisation and Provision of funds for Labour and Social Service Camps, provision of Uniforms, equipment and all other matters connected with the A. C. C. The controlling officer of the A. C. C. Section of the Dte. is designed as the Assistant Director (A. C. C.). He is assisted by 3 staff Officers.

Circle Cadet Corps

For the purpose of administration of the N. C. C. and A. C. C. the country is divided into 14 Units known as Circles Cadet Corps each of which is under the control of a Commander. The Commander, Circle Cadet Corps is responsible to the Director N. C. C. for the organisation and supervision of training of the N. C. C. and A. C. C. Units in the State|States under the jurisdiction of his Circle. He also acts as an adviser and guide to the State Govts. on all matters pertaining to the N. C. C. and A. C. C.

At the HQ. Circle Cadet Corps, the Commander is assisted in his duties by staff Officers who are provided by Ministry of Defence from all the three Services of the Armed Forces. Similarly Regular Armed Forces Instructional Staff for the training of cadets of the various N. C. C. Units and the A. C. C. under the Circles is provided by the Ministry of Defence.

N. C. C. Units

Under the Circles are Senior Division N. C. C. Units of the Army Wing, Naval Wing and Air Wing. The number of Units in all the Circles is not uniform and varies according to the requirements of the State in each Circle. It is also not necessary that all the three types of Units mentioned above be located in each Circle.

The N. C. C. Senior Division Units are under the Command of Regular Armed Forces Officers belonging to the same Service as the Unit under their charge i.e. Regular Army Officers are provided for command of the Army Units of the N. C. C., Naval Officers for the Naval Units N. C. C. and Air Force Officers for air Squadrons N. C. C. The Officers Commanding Senior Division Units have under them Regular Armed Force Training staff as well as professors and teachers who are commissioned as N. C. C. Officers.

The N. C. C. Units of the Girls Division, both of the Senior Wing and Junior Wing are controlled by the Senior Division Army Wing Units for discipline and training. The Junior Division Units of Army Wing, Naval Wing and Air Wing are controlled by the Senior Units of their respective Wings.

A. C. C. Units

For organisation and supervision of training the A. C. C. Units which are termed as A. C. C. Sections, come under the Senior Division Army Wing Units of N. C. C. The Regular Army Instructional Staff provided for the A. C. C. is also under the command of the Officer Commanding, Senior Division Army Wing Unit to which it is posted by the Circle Headquarter.

The basic unit of the A. C. C. is a Section and consists of Teacher Officer (Section Leader) and 50 students (Cadets). Where more than one A. C. C. Sections are allotted to a single Institution, they form one group of A. C. C. and are placed under charge of Senior teacher who is designed as Group Commander. If there are more than two Sections in an Institution the next Senior A. C. C. Teacher may be designed as Dy. Group Commander. The Group Commander and Deputy Group Commander supervise training of all the A. C. C. Sections within their Institution in addition to their normal duties as Section Leaders of one of the A. C. C. Sections.

The actual raising and administration of the A. C. C. Units in the schools is carried out by the Headmasters and Directors of Public Instruction under the sanction of their State Governments.

The training of the A. C. C. Cadets is the responsibility of the A. C. C. teachers-Section Leaders. The Regular Army Instructional Staff is provided by Ministry of Defence for initial training of the teachers and for supervision of the training of cadets by the trained teachers.

CHAPTER II

THE CONSTITUTION OF THE NCC

1. *Raising of Units*

A unit may be raised in a college|school subject to the following conditions :—

1. The college|school shall provide from among the members of its staff officers to be in charge of the NCC units according to the scale of officers in force.
2. shall enrol and maintain the allotted strength.
3. shall provide a store room, a room for arms (kote) and an office room ;
4. shall provide a short range or miniature range or arrange for the use of one ;
5. shall provide a suitable parade ground ;
6. shall be in a position to supplement from its own funds the financial grants made by the state Government for the unit which may be allotted to it.

2. *Enrolment*

Any student of a constituent or affiliated college of a University or any pupil of a High School in which a contingent of this Battalion is authorised is eligible for enrolment, provided :

1. he|she is of good character.
2. he|she is a citizen of India or subject of Nepal.

3. he|she is under the age of 26 (University) and between 13—18½ years in school.
4. he|she is on the roll of the college|school.
5. he|she satisfies the standard of physical fitness required.
6. he|she has *not* been convicted by any court of justice.
7. he|she has *not* been dismissed from any other Corps.
8. he|she is *not* a member of any political or communal organisation.

N.B. :— No foreign nationals will be enrolled without the express authority from NCC Directorate.

A student desirous of being enrolled in the Senior Division shall apply to the O. C. of the unit and in the Junior Division to the Head-master|Mistress. Selected candidates will sign a declaration in Form I and Junior Division cadets in Form II along with the father|guardian's declaration and signature. All cadets will be medically examined before being enrolled.

3. *Period of Enrolment*

A cadet is accepted for enrolment in the Senior Division (Army wing) for a period of 3 years. A cadet of the Senior Division may be permitted to extend his enrolment for a period of one year at a time up to a maximum of 4 years total service and in the Junior Division up to a maximum of 3 years total service.

4. *Obligations*

An officer or cadet shall have no liability to render active service in any of the Armed Forces of the Union.

As General Cariappa emphasised, "The NCC is *NOT* the third line of defence." Every officer and cadet shall, when undergoing training, obey the orders and carry out the directions of superior officer. Every officer and cadet shall attend during the training year an ANNUAL TRAINING CAMP.

5. *Posting & Transfers*

An officer of the Senior Division of the NCC shall be posted to a unit of that Division by the Ministry of Defence, Govt. of India and an officer of the Junior Division by the State Government.

The transfer of officers from one unit to another of the Senior Div. shall be authorised by the Ministry of Defence and in the case of Junior Division officers by the State Government. The officers will apply for transfer stating reasons through proper channels.

CADETS : The transfer to another unit of the Senior Div. and Junior Div. as the case may be, of a cadet will be permissible by mutual consent of the Commanding Officers in the case of the Senior Div. and of the Headmasters/Mistresses in the case of the Junior.

6. *Discharge*

Any officer or cadet may be discharged on any of the following grounds :

1. If convicted by a criminal court 28 (2) (a),
2. for having made false statements in his/her application 28 (2) (b),
3. services not required 28 (2) (c),
4. medically unfit 28 (2) (d),
5. officer permitted to resign his commission.

6. on leaving the institution 28 (2) (f),
7. on application to the Vice-chancellor or DPI through the Commanding Officer.

7. *Discharge Certificate*

Every person subject to the Act who is discharged from the Corps shall be furnished by his Commanding Officer or his Headmaster with a Discharge Certificate setting forth :—

1. The authority dismissing or discharging him|her,
2. the cause of his|her dismissal or discharge,
3. the full period of his|her service in the NCC.

8. *Training*

Every officer and cadet shall be liable to undergo service training for a period of at least 4 hours per week during the training year, provided that no training may be carried out during periods when the college|school is closed for the vacations and provided that every officer and cadet shall undergo service training for a minimum period of 80 hours (for Senior Div.) during the academic year. Every officer and cadet shall attend during the training year an annual training camp of 14 days duration (Senior Div.) and 10 days (Junior Div.).

9. *Allowances*

Cadets :— (1) An allowance of Rs. 2|- per day for every day actually spent in camp. (2) Such allowances as may be specified by the state Govt. when undergoing further service trg. (3) Free conveyance or cost of conveyance by rail in III class or by road at two annas six pies per mile to the site of the annual

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training camp or the place of further service training from the college or school. Free conveyance or similar allowance for return journey. (4) Daily allowance shall be paid to a cadet undertaking a journey for service training or any other training from the time the journey begins to the time it ends. No daily allowance shall be permissible for journeys less than 6 hours and half the daily allowance shall be permissible for journeys exceeding 6 hours but not exceeding 12 hours while for journeys of longer duration full daily allowance shall be admissible for every 24 hours at Rs. 2-8-0 per day by rail and Rs. 1/- per day by road.

10. Uniform, Clothing and Equipment

Officers :— Every officer is required to provide himself with service dress and to maintain his uniform and equipment in good order.

Cadets:—Clothing and equipment are issued free to the cadets and will be replaced when they become unserviceable through fair wear and tear and on expiry of 'life' scheduled for them. Each cadet is responsible for the article signed for by him. No articles or kit may be cut or altered or refitted without the authority of Battalion H.Q. Prior to discharge, each cadet will return his kit complete to his Company H. Qs.

11. Duties, Powers and Promotions

Officers will be responsible for the training and discipline of the cadets under their command. They shall attend all training parades and the annual training Camps. 90% attendance on parades is necessary for cadets to appear for the Certificate Examinations.

Officers of the Senior and Junior Divisions will exercise powers of command over all cadets in their unit.

Officers of the Senior Division shall exercise such powers over Regular Army Staff attached to the Company and Troops as may be specified by the Govt. of India in the Ministry of Defence. Officers of the Senior Division shall be junior to all Armed Forces and TA officers of similar rank and between themselves shall take seniority according to the date of commission in the Corps. Officers of the Junior Division to all Armed Forces, Territorial Army and Senior Division officers and between themselves shall take seniority according to the date of commission in the Corps.

NCC officers who proceed on leave, long leave or posted away to perform some other duties and are permitted to keep lien with their schools|colleges shall be placed on supernumerary list for a period not exceeding 2 years. This period shall not be counted towards their seniority for promotion, in the NCC.

The ranks and scales of promotion of officers of the Senior and Junior Division Army Wing are as follows :—

Senior Div.

On being first commissioned — 2nd Lieutenant.
After 3 years commissioned service — Lieutenant.
After 8 years commissioned service — Captain.
After 15 years commissioned service — MAJOR.

Junior Div.

On being first commissioned — Third Officer.
After 3 years of commissioned service
— Second Officer.
After 8 years of commissioned service
— First Officer.
After 15 years of commissioned service
— Chief Officer.

12. *Discipline*

An officer or cadet of the Senior or Junior Division or an applicant for appointment as an officer attached to an Armed Forces unit for preliminary training, commits an offence if he does any of the following acts :—

1. Insubordination — striking or abusing superiors on parade or in uniform.
2. Disobedience of orders.
3. If found intoxicated on duty.
4. Beating or treating juniors and inferiors cruelly.
5. Without cause absenting from parade or any other duty or leaving the ranks while on parade.
6. Not performing any part of training scheduled, without sufficient cause.
7. Misappropriation of anything under charge.
8. Wilfully damaging Government property.
9. Making false reports.

Punishments :— Cadets :

The Officer Commanding may award any of the following punishments :—

(*a*) Severe reprimand or reprimand.

(*b*) Extra parades not exceeding three.

(*c*) Extra guards and picquets not exceeding two for offences on those duties ;

(*d*) confinement to the lines for a period not exceeding seven days during Camps.

(*e*) Fine not exceeding Rs. 10|- by the Officer Commanding Senior Division unit only.

(*f*) *Reduction, in the case of a cadet non-commissioned officer above the rank of Sergeant to a lower rank, and in the case of other cadet non-commissioned officers, to a lower grade or rank or to the ranks.*

Rules for men awarded extra Drill

(*a*) The Provost-Sergeant will carry out the drill making it as far as possible instructive. Slackness will be checked immediately and slovenly drill after warning will be reported to the Company Commander.

(*b*) The drill will consist of squad and Arms drill, " Stand Easy's " not being given more frequently than twice in each hour, each for a period not exceeding two and a half minutes.

Rules for men awarded confinement to Camp

(*a*) They will perform all duties and parades in camp, but will not take part in games or sports.

(*b*) They will not leave Camp during the period of their confinement.

(*c*) They will report in fatigue dress to the Guard Commander at 14-00 hours and every hour from 17-00 to 21-00 hours.

(*d*) They will also perform extra drill for one hour a day.

CHAPTER III

DUTIES — OFFICERS

1. Officers must display cheerful and whole hearted compliance with orders and by straightward human qualities gain the confidence of those under their command.

2. Officers on first joining the battalion will acquaint themselves with (*a*) Battalion Standing Orders, and (*b*) Syllabus of training.

3. Officers when going on leave will always give their address to the Battalion Headquarters and notify any changes as they occur.

4. The Senior Officer present on parade, at the Officers' Mess and at all other times and places is responsible that NO irregularity or impropriety on the part of any Officer passes un-noticed by him and he will take steps to correct or check such conduct.

5. In handing over, officers will make their successors aware of all orders in force affecting their appointments and, for this purpose, will keep a record in their offices of all orders and circulars of a permanent nature which require attention at some future time.

6. Officers will NOT rebuke JCOs and NCOs in the hearing of their inferiors in rank.

The Commanding Officer. (C.O.)

1. There is a continuous chain of responsibility through all ranks of the Battalion. In the C. O. that responsibility centres, and under his authority all orders

are given. The Commanding Officer's policy on all matters will be the policy of all Officers. The Commanding Officer counts on their loyal support in all matters connected with the general welfare and good name of the Battalion, and is at all times ready to receive suggestions designed to promote efficiency and discipline.

2. He is responsible for the training, administration, health, discipline and efficiency of the battalion.

3. He will pay particular attention to the training and efficiency of all officers, for it is through them that he best make his influence felt throughout the battalion.

4. Persons placed under arrest and those confined in the Guard Room can only be dealt with by the Commanding Officers.

5. The Commanding Officer will pay particular attention in Camp to the following returns which denote the condition of the Battalion :—

Guard Reports, Orderly Officers' Reports, Sick Reports, Absentee Reports, Minor Offence Reports.

6. Officers in temporary command will NOT issue any standing orders, nor will they alter those in force, except amendments necessary owing to changes in regulations. They will NOT authorize payments from Battalion Funds other than ordinary current expenditure, without reference to the permanent Commanding Officers.

The Battalion Second-in-Command

1. The Second-in-Command will in every way assist and support the Commanding Officer in training and administering the battalion and will always be ready to give him the benefit of his advice and experience.

2. When the Commanding Officer is present with the battalion the Second-in-Command will not only concern himself particularly with the training, interior economy but will keep in touch with everything that is going on so that he can, at any moment in the absence of the Commanding Officer, assume command without dislocation and with a clear idea of the Commanding Officer's policy and intentions.

3. When the Commanding Officer is temporarily absent, the Second-in-Command will automatically assume Officiating Command until his return.

4. He will see that training is carried out in accordance with the spirit of the regulations and with the system approved by the Commanding Officer.

5. He will undertake, under the direction of the Commanding Officer, the instruction of Officers and will assist young Officers by teaching them their duties.

6. He will pay particular attention to the dress of Officers.

7. He is the ex-officio president of the Officers' Mess.

The Adjutant

1. The Adjutant is the Confidential Staff Officer of the Commanding Officer. He is responsible for seeing that orders of the Commanding Officer are loyally and efficiently carried out throughout the battalion. He is responsible for informing him at once of any matter, however small, affecting the interests or discipline of the battalion, which may come to his knowledge. He will communicate the decisions of the Commanding Officer to all concerned as quickly as possible. All orders from

him are to be considered as coming direct from the C.O. He has charge of the Orderly Room of the Battalion.

2. He must be an example to all ranks in smartness, turnout and bearing and will supervise generally the deportment of Junior Officers himself setting the example.

3. He is responsible for the battalion training cadres and will be responsible for preparing all cadets for their Certificate Examinations.

4. He is responsible that uniform system of drill is maintained in the battalion and will bring to the notice of the Commanding Officer any deviation there from.

5. He is responsible for the correctness of the daily Present State book and will check it daily (in Camp).

6. He is responsible for the issue and correct translation of Routine Orders and periodically inspect the order book (in Camp).

7. He is responsible that orders are hung up in every Guard Room and at the post of every Sentry.

8. He is responsible for the correct turn-out of all Guards and Escorts furnished by the Battalion and that clear orders are issued to them.

9. He will be in disciplinary charge of the Battalion Police and will ensure that they are well turned out at all times and know their orders.

10. He will inspect the Sick Parades frequently.

11. He will be a permanent member of the Sports Committee.

12. He will ensure that Fire Alarm practices are carried out regularly.

13. He is responsible for maintaining in accordance with the latest orders (*a*) Fire Alarm Orders and (*b*) Unit Security Orders.

Camp Quartermaster

1. He is responsible for the upkeep of the Lines| Tents occupied by the Cadets. He is also responsible for the cleanliness and sanitary conditions of these lines. He will see that all Conservancy arrangements are carefully attended to and carried out.

2. He will inspect the lines and latrines at least ONCE a day and satisfy himself that the sanitary orders are carried out.

3. He is responsible to supervise the work of all the Civilian Employees. For this purpose he will keep an employees' Long Roll.

4. He will be responsible for the proper regulation storage of all ammunition.

5. He will be responsible for the collection, maintenance, accounting and return of all the articles purchased or hired during the Camp.

Company Commanders

1. Company Commanders are responsible for the turn-out, training, discipline, and the administration of their Cadets.

2. They are directly responsible to the Commanding Officer for everything affecting their companies. The delegation to his Junior Officers of duties of an administ-

rative nature is permissible, but this in no way lessens his own responsibility.

3. They will be responsible for the continuous training of their Cadets throughout the year in accordance with the general programme issued by the Commanding Officers.

4. Company Commanders are responsible that all arms, ammunition, equipment, clothing and instruments on charge of their companies are kept in repair and in every way serviceable. They will inspect all arms, ammunition, clothing and equipment of their company at least once a month and will maintain a register showing the dates on which arms and other stores were inspected by themselves and by the Armourer. He is personally responsible and financially liable for all articles issued to him or to his company.

5. Company Commanders will sign the Kot Arms and Ammunition on the 1st of each month thereby certifying that arms on their charge including Private Arms and Ammunition, have been inspected and are correct, and will also submit a certificate to Battalion Headquarters. They will detail a JCO|NCO to check the Kot every evening and morning.

6. They will ensure that kits are arranged according to the battalion pattern.

7. They will keep a confidential Roll in respect of all ranks of their company. On it will be entered the Company Commander's opinion of the individual especially with regard to his fitness or otherwise for promotion. They will hand these over to the officiating Company Commanders, when leaving the company on

leave or for any other reason. On a Cadet's transfer his roll will be handed to his new company commander.

8. They should make a point of being well acquainted with the qualifications, character and peculiarities of every cadet in their company. In questions of promotions and appointments, their opinion must have weight and they should be in a position to speak with confidence in respect of individuals when consulted by the Commanding Officer.

9. They are responsible that battalion routine orders and other important instructions issued from the Battalion Headquarters are correctly promulgated to their Cadets.

10. They will pay attention to the correct fitting of their Cadet's Clothing and ensure that correct sizes are demanded and obtained.

11. When an officer hands over command of his company a certificate signed by both officers concerned will be forwarded to the Battalion Office stating that books, accounts, arms, ammunitions, equipment and stores are correct and complete or otherwise.

12. He will maintain a Company Notice Board on which will be posted all Battalion and other orders affecting the men of his Company, these orders being removed when they become out of date or obsolete. He will remember that although ignorance of orders is no excuse, it is his duty to disseminate them to the best of his ability and provide for their easy accessibility to all concerned.

13. He will arrange to transact Official business by means of a "COMPANY OFFICE" to be held at Company Headquarters about once a week during term time, and

daily (except Sundays) in Camp. In Camp, he will dispose of any men in arrest in sufficient time to admit of charges in respect of men remanded for the Commanding Officer reaching the Orderly Room at least one hour before the Commanding Officer's Orderly Room.

14. He will keep a close liaison with the Adjutant on all matters affecting his Company.

He will be punctual and correct in the rendering of Returns as called for, will attend to all correspondence without delay and will write personally in answer to queries from the parents of his men ; will ensure that Security, Secret and Confidential documents in his possession are kept under lock and key ; will be responsible that all training Manuals held on charge of the Company are kept amended to date : and will frequently check the Company Duty Roster to ensure that Guards, Provost Duties, Fatigues etc., are being regularly and fairly allotted.

15. He or Company 2nd-in-Command will be present at the Q. M. Stores when his Company is fitting clothing and boots. He will inspect the Kits of his men once a week in Camp and preferably once a quarter during term time.

16. In Camp, he or Company 2nd-in-Command will frequently visit the men at meals, supervise the men at games and sports and visit the men in hospital.

17. He is responsible for the instruction of his N. C. Os in all their duties. He will train and encourage his men to qualify for promotion. Before recommending a man for promotion, he will satisfy himself that the man possesses in addition to knowledge and capacity

a character and personality which are calculated to exercise a good influence on the men.

18. All ceremonial parades which he wishes to hold (such as Guard of Honour, Attestation of Recruits, Company Anniversary Parade etc.) will be arranged for in consultation with the Adjutant and in sufficient time for rehearsals being held and permission from higher authorities being obtained if necessary.

19. He will inspect Guards provided by his Company before they proceed for duty.

Company 2nd-in-Command

1. He will understudy the Company Commander. It is his duty, irrespective of any personal opinions which he may hold, to further the policy of the Company Commander to the best of his ability.

2. During term time, he will assist the Company Commander in training and administration.

3. In Camp, he will be particularly responsible for the administration and interior economy of the Company; will ensure that the Company lines and vicinity are kept clean and tidy; will frequently visit meals of his men so as to be able to help the President of the Mess Committee with suggestions for the improvement of messing; will visit the sick in hospital; will supervise men's facilities for bathing, washing etc.; will take a personal interest in the men's games, recreations and concerts, and in short in everything that contributes to the welfare of the personnel of his Company.

The Orderly Officer

1. A subaltern will be appointed in orders as Orderly Officer in Camp.

2. He will come on duty at the hour of Guard-mounting and will remain on duty till Guard-mounting the following day.

3. He will not leave Camp during his tour of duty.

4. He will attend all Parades with his Company which will not interfere with his duties as Orderly Officer.

5. He will mount and dismount guards found by the Battalion.

6. He will visit and turn out the Guard once by day and once by night i.e. after 2300 hours. When doing this, he will be accompanied by B. O. S.

7. He will visit the Battalion at meals and report any irregularities or complaints.

8. He will visit the barracks and inspect canteens, institutes, cookhouses, bathhouse, washing place, latrines etc.

9. He will visit the sick in hospital.

10. He will see that all unauthorized lights are extinguished immediately after "Lights-Out" is sounded.

11. In case of fire or alarm, he will take charge of the situation until the arrival of a senior Officer.

12. He will report immediately to the Adjutant any unusual occurrences or conditions that come to his notice.

13. In addition to the above, he will perform such duties as may be notified in Bn. Orders or otherwise and will record the performance of such duties in his report.

14. He will render a report (as per Appendix "G") to the Adjutant at the very earliest after he comes off duty.

Officers generally

1. All Officers are intimately concerned with the general efficiency, discipline and well-being of the Battalion. Officers having anything to suggest for the benefit, comfort or efficiency of the Battalion will oblige the Commanding Officer by informing him at the first opportunity.

2. The example of Officers influences in a great measure the behaviour of the men. Officers are therefore expected to set an example of correct and smart turnout, knowledge of duties and punctuality on all parades, which they are to enforce among the other ranks of their Command. Officers will attend all parades at which Cadets of their Companies are present, unless excused by the Commanding Officer.

3. Prevention of crime should be the object of every Officer. Officers should therefore check all minor offences and not by mistaken lenity encourage the man to commit more serious ones, which must be followed by severe punishment.

4. Ignorance of published orders cannot in any circumstances be held to be an excuse. All Officers will acquaint themselves with all orders including especially those issued during their absence.

5. The propriety or form of any orders issued by higher authority will never be made a subject of discussion among Officers, who will check any tendency to do so among N. C. Os and men.

6. All Officers will pay compliments to their seniors and will return all salutes in the correct manner and will check any slackness in saluting by other Ranks.

The importance of being most punctilious in giving and returning compliments cannot be overestimated. There is only one correct method of saluting with the hand and the saluting is the same whether given or returned.

7. Officers will not enter the Orderly Room except on duty. They will remember that the Adjutant is invariably the busiest man in Camp, and will therefore assist him by conducting their business in as expeditious a manner as possible.

8. No Officer is permitted to exchange any portion of his duty without the previous sanction of the Adjutant. As a matter of principle, exchange of duties should be applied for only under very exceptional circumstances.

9. When an Officer is taken ill, he will immediately communicate the circumstances to the Adjutant in writing and also when he is again fit for duty. If a subaltern, he will also inform his Company Commander.

10. Officers will keep the Adjutant informed of all changes of address.

11. Officers will adopt towards their subordinates such methods of command and treatment as will not only ensure respect for authority, but also foster the feelings of self respect and personal honour essential to military efficiency. An Officer will not reprove an N. C. O. in the presence or hearing of Cadets, unless it is necessary for the benefit of example that the reproof be made.

12. As the character and discipline of the Corps are eminently exemplified by its conduct on a Route March, Officers are to be as active in preserving their

columns in compactness of order on the road as in superintending the conduct and comfort of their men when halted.

Regular Staff

1. The Instructional Staff will assist the Company Commander in training and administration.

2. They will be chiefly responsible for the training of the Company N. C. Os and for all Company Cadre courses and Instruction for candidates taking the Certificates.

3. They will particularly interest themselves in the Weapon Training efficiency of the Company.

4. They will assist the Company Commander in the rendering of returns, in the maintenance of Ledgers in respect of Clothing, Equipment, arms and ammunition.

5. They are specially charged with the care of arms and ammunition both in Company Head Qrs. and in Camp.

6. They will conduct themselves so as to merit the respect of every individual in the Company and will remember that their own example in turn-out, bearing, instruction and command will set the pace of efficiency in the Company.

7. They will, when required by the Adjutant, carry out such Office work or other special duties as may be necessary in addition to the above.

CHAPTER IV

DUTIES — CADETS

1. Under-Officers generally

(*a*) Under-Officers should remember that they have the privilege of serving the Battalion in the highest Cadet rank, and that the measure of their success in this privileged position will be in proportion to the attention they pay to their turn-out, deportment and duty.

(*b*) They should be exemplary in their attitude to superiors, and should co-operate zealously with the Officers in maintaining the general efficiency and discipline and well-being of the Battalion.

(*c*) Besides the custom of the service, the very fact of their being fellow-students at College with the men makes it necessary as well as expedient for them to practise assiduously the art of dealing with men understandingly and in a spirit of helpfulness and esprit de corps, while still preserving that indefinable relation in which they are recognized and treated as the persons in authority. Care and interest are repaid a hundredfold ; and there is no limit to what can be achieved by an Under-Officer who has gained the confidence and esteem of his men.

(*d*) The senior Under-Officer will be responsible in Camp for the good order and respectability of the Under-Officers Mess, of which he is the President.

2. Cadet Adjutant (U|O)

(*a*) He is under the immediate Orders of the Adjutant and will work in close liaison with the R. S. M. (Regular Staff).

(*b*) He will be responsible in Camp for :—

i. the cleanliness and tidiness of the Bn. Quarter Guard Room and its vicinity, the smart turn-out of the Quarter-Guard as well as their knowledge and correct performance of duties on Guard.

ii. Supervision of provost duties.

iii. Management of Bn. Concerts.

(*c*) He will report to the Adjutant any cases of neglect or irregularity which he is not authorized to correct.

3. Cadet Quarter Master (U|O)

(*a*) He is under the immediate orders of the Bn. 2nd-in command and will work in close liaison with the R. Q. M. S. (Regular Staff).

(*b*) He will be responsible in Camp for :—

i. Supervision of the cook houses, messing arrangements and meals.

ii. Supervision of the Regimental Institutes.

iii. Checking of the rifles, stores etc. in the Bn. Quarter-Guard daily at Reveille and Retreat and ensuring the correctness of entries made in the Receipt and Issue Book.

iv. Supervision of Fire-fighting appliances to ensure their being kept in serviceable condition.

v. Safe custody, issue and withdrawal of games and sports equipment and Kit, and arrangements for Battalion games and sports.

(*c*) He will report to the Battalion 2nd-in-Comd. any cases of neglect or irregularity which he is not authorized to correct.

4. Platoon Commander (Officer or U|O)

(*a*) He is responsible to his Company Commander for the turn-out, training, discipline, interior economy and general efficiency of his platoon.

(*b*) He will keep his Company Commander fully and correctly informed of all important occurrences and conditions that come to his notice and will afford him all assistance in the investigation of offences.

(*c*) He will ensure that his Platoon Sergeant and Section Commanders know their jobs and carry out their duties promptly and correctly.

(*d*) He will interest himself in the welfare of his men particularly in Camp, and will know personally every cadet in his Platoon.

(*e*) Whilst in Camp, he will personally ensure before the "Last Post" is sounded that the Bn. and Company Orders have been promulgated on "Roll Call" and that his Platoon Sergeant and Section Commanders are acquainted with these Orders.

(*f*) Platoon Commanders will not exchange Camp duties among themselves without the knowledge and permission of Coy. Comdrs.

Cadet Non-Commissioned Officer (Cadet NCOs)

1. Non-Commissioned Officer Cadets must at all times set an example to their Cadets especially in their conduct, their bearing, their turnout and their readiness to obey orders. They must themselves be proficient in all training and duties which their cadets are

called upon to perform and they must be thoroughly capable of imparting instructions in such duties. They will never permit their orders to be discussed, nor will they permit any familiarity or a disrespectful reply to be made by any cadet. At the same time they must keep a guard on their own conduct, never strike a cadet or use harsh or improper language to him. They will maintain consistent and impartial authority; favouritism and alternate strictness and familiarity cause cadets to lose their respect for them.

2. It is their duty to report immediately any irregularities or cases of disaffection which may come to their notice in Sub Units.

3. All Non-Commissioned Officers must realize that seniority and passing of prescribed examinations are NOT the only qualifications necessary for promotion. Their fitness or otherwise will be assessed according to their moral and practical qualities at the time when they come up for consideration and on their past records. Those who habitually fail to correct mistakes on parade, during training, or on the march, which is one of their chief duties on such occasions, will be liable to have such slackness recorded as evidence of their unfitness for promotion if NOT for the retention of the rank and|or appointment.

4. It must be the aim of all NCOs to fit themselves to carry out efficiently the duties of the next higher rank.

The Regimental Sergeant Major (RSM)

1. The RSM takes precedence over all Non-Commissioned Officers for parade and discipline but NOT for promotion.

2. He acts immediately under the Adjutant and will assist him diligently in his important duties. He will carry out such duties in the Battalion which may be allotted to him and generally available for general duties of co-ordination in the drill and discipline of a Battalion. He is the president of the Sgts'. Mess. He is responsible for the arrangements for Battalion concerts.

3. He is responsible for entering up the arrivals and departures of Visitors as reported to him by the Coy. Sergeant Majors.

4. He is responsible that all Order Boards for Guards and Sentries are in good order.

5. He will inspect Guard Room daily.

6. He will prepare the Daily Parade State.

7. He will keep a vigilant watch over the turn-out and discipline of the Battalion, over the Battalion Guards and the correct observance of all Standing Orders.

8. He is in charge of the Orderly Room, will maintain Duty Roster, will give out special details to the Company Orderly Sgts. and will command the parade of N. C. O's and men for commanding Officer's Orderly Room.

9. He will take charge of Bn. parades before the Adjutant's inspection and check Bn. parade states.

The Regimental Quartermaster Sergeant (RQMS)

1. The RQMS is responsible for all duties connected with Clothing Stores, Training Stores and Equipment. He will be responsible for the inspection of the lines, parade grounds, canteen, etc. to ensure their being kept clean and tidy.

2. He is invariably be present when stores are issued. He will issue nothing from the store except on an indent signed by the OC Company and initialled by the Quartermaster.

3. He will maintain a ledger showing all receipts and issues of the stock from stores. He is also responsible for the care and cleanliness of all articles in the stores. He will supervise conservancy staff and facilities, bathing, washing and hair cutting arrangements to ensure their cleanliness and adequacy. He will obtain working parties as required through the Adjutant.

7. **Orderly Room Sgt.**

(*a*) He will assist the R. S. M. in clerical work in Camp, and in particular the preparation of return Railway Warrants.

(*b*) He will sort out Postal letters by companys and forward them by C. O. S.

(*c*) He will attend only such parades as he is ordered to by the Adjutant.

8. **Provost Sgt.**

(*a*) A Provost Sgt. will be appointed for the Camp period. He will act under the orders of the Cdt. Adjutant. He will not leave Camp without the permission of the Adjutant.

(*b*) He will patrol the lines frequently and see that the Regimental Police are correctly posted and are performing their duties.

(*c*) He will see that no unauthorized persons are allowed in the lines. He will receive parents of cadets visiting camp and after verifying their bonafides will take them to the respective Company Commander.

(*d*) He will attend Commanding Officer's Orderly Room and note punishments awarded by the Commanding Officer.

(*e*) He will parade and superintend defaulters and men awarded extra drill at the times and places ordered. No man is to be excused any defaulter's parade except by order of the Adjutant.

(*f*) He will be assisted by the Provost Cpl. He will report verbally to Adjutant on each day that he has carried out his duties.

9. Sanitary Sergeant

A Sanitary Sergeant will be appointed for the Camp period. He is responsible to, and works under the Orders of the Medical Officer ; he will not attend parade unless specially ordered to do so. He is responsible for the cleanliness of the lines and conservancy arrangement. He will supervise Bn. sweepers.

10. Bn. Orderly Sergeant

(*a*) The B. O. S. is detailed daily by the R. S. M.

(*b*) He comes on duty at the hour of Guard-mounting and remains on duty till Guard-mounting the following day ; and during his tour of duty, he will not leave Camp except on duty.

(*c*) He will report himself, on the first opportunity, to the Orderly Officer.

(*d*) He will attend the Guard-mounting parade and the dismounting of the Old Guard.

He will keep a list of all Cadets who have been awarded extra drill and see that they are present on duty as ordered.

(*e*) He will accompany the Orderly Officer at meal times, and whenever he visits the Guard, lines, barracks, canteens, cook-houses, bathing places etc. He will go round the barracks with the Commanding Officer.

(*f*) He will fall-in, check the morning sick parade and march them to the M. I. Room and hand in all Companys sick Reports with the M. O's remarks to the Orderly Room after the Sick Parade is over.

(*g*) He will attend the C. O's Orderly Room.

(*h*) He will attend the Tattoo Staff Parade and collect arms Certificates and absentee reports from Company Orderly Sgts., and hand the originals to the Orderly Officer and the duplicates to the Guard Commander.

(*i*) He will be present at all regimental entertainments to see order kept and the place closed at the end.

(*j*) He will assist the Orderly Officer in seeing all lights out when " Lights out " sounds with the exception of one lamp per barrack.

(*k*) He will parade guards, fatigues and working parties and inspect them before marching them to R. S. M.

(*l*) He will complete his report have it countersigned by the Orderly Officer, and hand it to the R. S. M. in the Orderly Room at the very earliest after completing his tour of duty. He will ensure that food and bedding of those on duty are forwarded at the required hours.

11. Bn. Orderly Corporal (BOC)

The B. O. C. will be detailed at the same time as the B. O. S. for his assistance. The duties of the

B. O. C. are similar to those of B. O. S. under whose orders he will work.

12. Company Sgt. Major (CSM)

The appointment of C. S. M. is *not* to be regarded as in any way the privilege of the senior N. C. O. Seniority counts *only* between 2 or more equally efficient N. C. Os.

(*a*) He is immediately under the orders of the Company Commander and is responsible for turn-out, discipline, training and duties. He is responsible to the Coy. Comd. for the correct execution of all orders and instructions relating to the Coy. generally.

(*b*) He is specially charged with the maintenance of good order and discipline within the Company. He will himself set an example of obedience and discipline to all ranks, and will check any tendency on the part of junior and inexperienced N. C. Os to abuse their authority.

(*c*) He will see that all ranks for "Company Office" are paraded before the Company Commander at the time appointed for their disposal; that charge sheets of O. Rs remanded for Commanding Officer are submitted to the R. S. M. at least one hour before the Commanding Officer's Orderly Room; and that such O. Rs. are clean and correctly dressed before being brought before the Commanding Officer for disposal.

He will call the Roll of his Coy. at the appointed hours and report absentees. He will report 'All Correct' or otherwise to his Coy. Comd. and the R. S. M. after the Roll Call.

(*d*) He is in charge of training, and will form up and present Company to the Company Commander

five minutes before the time for parade and report absentees.

(*e*) He is responsible for the instruction of N. C. Os of his Company in all Regimental and Company duties appertaining to their rank.

(*f*) He is responsible for the promulgation of Bn. and Company Orders on Roll Call every day in Camp. He will ensure that all Officers and under-Officers of his Company are informed of any Bn. or Company detail.

(*g*) He will maintain Coy. Strength Return and Duty Rosters, and will allot duties regularly and impartially. He will also exercise a close supervision over the performance of duties by the C. O. S. & C. O. C.

(*h*) He is responsible for the accuracy of the daily Parade State and note carefully arrivals and departures.

(*i*) He will pay particular attention to the turn-out of the Company and see that N. C. Os and men leaving Company lines are correctly and cleanly dressed, are in possession of Line Leaving Passes and know their orders.

(*j*) He is responsible for the smart turn-out and drill of Guards found by the Company and that Commanders of Guards and Sentries know their duties, responsibilities and Orders. He will supervise the parades of Cadets awarded extra drill.

(*k*) He will initial all passes before handing them to the Company Commander for signature.

13. Company Quarter Master Sgt. (CQMS)

(*a*) The C. Q. M. S. is under the immediate orders of the Company Commander or the Officer deputed by him to carry out the administrative duties in the

Company, and is his assistant. He takes precedence immediately below the C. S. M.

(*b*) He is responsible for the cleanliness and tidiness of the Company lines : for supervision of lighting and drinking water facilities in the lines ; and for provision of dust bins and night urinal tubs near the lines and supervision of their regular clearance.

(*c*) He will ensure that the Company Washing is being carried out regularly satisfactorily and that clothes received for washing are returned after wash correctly and without being mixed up. He will be assisted by a Junior N. C. O. in this job.

(*d*) He is responsible that all arms, equipment and stores held on charge of the Company are in safe custody. He will report deficiencies and the necessary for repairs, if any.

(*e*) He is responsible for the drawing, issue and return of all public or regimental property drawn in Camp. He will obtain signatures for all issues to the Pl. Commanders and to individuals concerned.

(*f*) He will be present at all barrack inspections which affect his Company. He will ensure that the fire appliances of the Coy. are in good order and that half the fire tins are filled with loose sand and half with water.

(*g*) He will report immediately to his Company Commander all barrack or other damages, and will assist him in allocating responsibility to individuals.

(*h*) He will supervise messing as ordered.

14. Company Orderly Sgt. & Cpl.

C. O. S. and C. O. C. will be detailed by Companys for each day in Camp. The duties of a C. O. S.

are many and varied, and hence he is assisted by a C. O. C.

(*a*) At "Reveille" and "First Post" he will call the roll of his Company reporting present or otherwise to his C. S. M. and B. O. S.

(*b*) He will warn all ranks for parades and duties and fatigues and will fall the Company ten minutes before the time ordered for Company Parades.

(*c*) He will attend parade at "Guard Mounting" and at "Tattoo."

(*d*) He will attend Orderly Room every time the bugle sounds for "Orderly Sgts." and will enter details issued in the Company Orderly Sgts.' Log Book and is responsible that Officers, Instructional Staff and C. S. M. are informed of all verbal orders affecting them.

(*e*) He will march the Company to the Mess for all meals, report to the Orderly Officer that his Company is present and accompany him round the mess.

(*f*) In the morning at Reveille he will take the names of men wishing to report sick, prepare the sick report in triplicate and parade the sick men.

(*g*) He will attend Company Office and in the event of having men for Office, it is his duty to warn the escort, the accused and witnesses in sufficient time to admit of their turning out clean and correctly dressed.

(*h*) He will hand the charges of men remanded for the Commanding Officer into the Bn. Orderly Room immediately he receives them from the C. S. M.

(*i*) When a man is awarded punishment, he will hand in the name and award to the Provost Sgt. at the C. O's Orderly Room.

(*j*) He will take immediate possession of the Kit of a man reported absent or detained in Hospital in the presence of the concerned Section Commander or Pln. Sgt. and C. Q. M. S., and will make an inventory of the Kit signed by C. Q. M. S., C. O. S. & Sect. or Pln. Sgt. and hand in the Kit to C. Q. M. S.

(*k*) He will see that the lights of his Company are extinguished at " Lights out " with the exception of any authorized light.

(*l*) He will not leave Camp during his tour of duty and wil in the absence of C. S. M. answer for him.

15. **Guard Commander**

(*a*) He will take over all Government property on charge at the Guard and make a report of all damages and deficiencies in the spaces provided for this purpose on the back of the Guard report. As soon as the old Guard-Commander is relieved, he at once becomes responsible for everything concerning the Guard, including soldiers in arrest or under detention.

(*b*) All Orders and duties will be explained to the men before they are dismissed to the Guard Room or Tent.

(*c*) He will be responsible for all arms and ammunition placed under his charge whilst on duty. Should it be necessary to issue any arms or ammunition, a written receipt should be obtained, signed by a responsible person.

(*d*) He is responsible that his Guards are always on the alert and well acquainted with their orders and duties, and know how to pay compliments to Officers and armed parties.

(*e*) He will inspect each relief prior to posting him, and will visit the sentries at irregular intervals during the day and night and take their orders and make corrections where necessary.

(*f*) He will fall in and inspect his Guard at Retreat, Tattoo and Reveille.

(*g*) He will fall in the guard in case of fire, sound the alarm gong, send a report by Orderly to the Orderly Officer and await further orders.

(*h*) He will not release any soldiers in arrest or detention without the orders of the Adjutant.

(i) He will not allow more than one man to leave the Guard at a time and even this should only be for purposes of nature, as a Guard Orderly is provided by the Duty Company to attend to the requirements of the Guard viz., fetching of meals, bedding, cleaning materials etc.

(*j*) He will be responsible that all the Guard and soldiers in arrest or detention receive their food regularly.

(*k*) He is responsible that the Guard room or tent and the surroundings are kept clean and tidy at all times. He should utilise the services of the Guard Orderly for this purpose.

(*l*) He will see that the Sentry turns out the Guard on the following occasions :—

i. At retreat, Tattoo and Reveille.

ii. To the Commanding Officer once by day when in Uniform.

iii. To the Orderly Officer when required by day and night.

iv. To all General Officers as often as they pass the Guard.

v. To all armed parties stronger than the Guard.

(*m*) He will ensure that none of the Guard remove any articles of Clothing or Equipment except the helmet.

(*n*) If it is necessary for the Guard Commander to leave the Guard, he will hand over charge to the Guard Cpl. and inform him of his movements and probable time of return.

(*o*) Any unusual occurrence, noise or unauthorized illumination in the lines, which takes place during a tour of duty, must be reported immediately to the Orderly Officer and recorded in writing and attached to the Guard Reports.

(*p*) He will ensure that the hour gong is struck every hour by a Guard other than a sentry between the hours of Reveille and last post.

(*q*) He will permit no one to enter the Guard Room except on bonafide duty.

16. Platoon Sgt.

He is responsible for assisting the Pl. Comdr. at all times in the proper conduct of his platoon. He will be prepared to take over the comd. of the Pl. when required. In the absence of the Pl. Comdr., the comd. of the Pl. will automatically devolve on him.

(*a*) He will ensure that his platoon falls in punctually for all parades, and that the men are dressed according to orders.

(*b*) In Camp, he will be personally responsible for the issue and return of the rifles of his platoon.

(*c*) He will be responsible for the cleanliness and tidiness of his platoon lines in Camp.

(*d*) He will be present with his platoon at all Kit Inspections and ensure that Kits are laid out as per pattern laid down.

(*e*) He will co-operate zealously with the C. S. M. and C. Q. M. S.

17. **N. C. Os. generally**

(*a*) Promotion will be by selection from among those who have qualified in the examinations. Seniority will be taken into consideration, but it will not be the sole deciding factor ; due credit will be given in the selection to their powers of tact and leadership necessary for their efficient discharge of their duties, to the manner in which they perform their duties as Orderly Sgts. or Guard Commanders etc. and above all to their character and personality being good enough to exercise a good influence on the men. No Cadet may be promoted to the rank of Corporal who has not attended at least one annual Camp. N. C. Os. holding acting ranks will remember that the authority competent to sanction acting promotion is also empowered to order reversion to lower acting or substantive rank held previously. Reversions will be published in Part II Orders.

(*b*) N. C. Os will set an example to the men in smart turn-out, soldierly bearing, keenness and energy, and prompt obedience. They will avoid intemporate language and will check the use of such language by their men. They will at no time discuss or criticize

orders or statements of the senior Officers and should use their influence to check any tendency to do so on the part of their men.

(*c*) N. C. Os will be of very little value unless they are respected by their men, and the best way to obtain and deserve respect is to know one's job and do it correctly ; to take an active interest in the general well being of their men in Camp and especially in the organization of Company Sports and games ; and in short to do everything they can to foster the Company esprit de corps and efficiency.

(*d*) N. C. Os will not exchange duties without the authority, in the case of Company duty, of the C. S. M. and in the case of Bn. duty of the R. S. M.

(*e*) They will carry a Note Book and pencil while on duty.

Section Commander

1. The Senior Non-Commissioned Officer or Cadet, subject to his fitness, in the Section will be the Section Commander. A Section 2nd-in-Command, will invariably be nominated in each section and he will automatically take charge of the section in the absence of the permanent Section Commander.

2. The Section Commander is responsible for the discipline, interior economy and training of his section and must have an intimate knowledge of the capabilities and characteristics of the cadets of the section. He will maintain a Section Roll which show all the required particulars in the case of each cadet.

3. The Section Commander is responsible to the Platoon Commander for the arms, equipment and clothing of his section and for reporting deficiencies and the

necessity repairs as they occur. He is responsible that all equipment and clothing is correctly marked in accordance with the orders laid down and he will ensure that all new issue of equipment and clothing are marked at the earliest opportunity after issue. He will inspect the kits of his cadets at frequent intervals and see that points called attention to at the last inspection are attended to and put right.

4. He will report any unusual occurrences in the Section whether affecting discipline or otherwise, at the earliest opportunity to the Platoon Commander through the Platoon Sergeant.

5. He will ensure that all Cadets of the section thoroughly understand all orders and instructions affecting them. He will be held responsible that all important orders issued during absence on leave or duty are communicated to the Cadets on their return.

6. It is the duty of the Section Commander to bring any Cadet of his Section, who wishes to make a complaint, before his Platoon Commander for enquiry.

7. He will see that all his Cadets are correctly turned out at all times.

8. He will see that all his Cadets are present at Roll Call and will report any absentees.

9. He is responsible to see that line occupied by his Section is clean and kit laid down according to order before the Section leaves for morning parade.

Regimental Police (RP)

1. When on duty the police will carry a stick of Regimental pattern and will wear the regimental police badge on the right arm.

2. The duties of the police are :—

(*a*) To see that the rules regarding Conservancy are carried out, that the lines are clean and that the Regimental Sweepers do their work thoroughly.

(*b*) To allow NO Venders of milk, vegetable or wood, except those authorised, to enter the lines. These will only sell their goods in the place appointed by the Administrative Officer.

(*c*) To prevent any unauthorised persons from entering the lines and turn out any unauthorised person who may have gone there.

(*d*) To report any man leaving the lines improperly dressed or leaving them at an unauthorised time, or any irregularity or disobedience of orders that come to their notice.

(*e*) They are responsible that unauthorised persons do not remain in the lines after evening Roll Call.

(*f*) To see that traffic control rules are obeyed.

3. The police will be on duty (by reliefs) from Reveille to Evening Roll Call.

Line Sentries

1. Line Sentries to provide sufficient sentry posts in each Company will be posted in the Coy. area between evening roll call and Reveille. One Sentry per Coy. will always be posted by day when lines are empty.

2. Line Sentries will also be posted on M. T. Lines.

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3. One NCO will be detailed for each Coy. to be in charge of the line Sentries of his Coy. and will carry out reliefs every two hours.

4. Line Sentries will patrol their Coy. area, challenge any one seen and note all men leaving lines and the time they were absent. Any one absenting for over ½ hour will be reported to the Coy. Sergeant Major through the Guard Commander.

CADETS GENERALLY

1. Training

All cadets will remember that the success of their career in the Corps will be in proportion to their energetic and enthusiastic participation in the training provided for them. The standard of training reached will largely depend on the efforts which each individual makes to receive, assimilate and perfect what has been taught to him.

2. Turn-out

A good cadet is known by his smart and correct turn-out, whether on parade or off parade. Smart turn-out, which depends far more on cleanliness of clothing and how they are worn than on their newness, is a symptom of good discipline and esprit de corps. Slovenly or incorrect turn-out shows lack of self respect and of discipline. The turn-out must always be a credit to the Corps.

3. Saluting

Cadets must be alert in paying proper compliments to Officers of all services, whom they know to be Officers,

whether they are in Uniform or not. Saluting is really a question of good manners more than anything else and is the military method of greeting a superior. Smartness and alertness in paying compliments to Officers reflects credit on the Corps, while slovenliness in saluting shows inferiority complex and low morale.

4. Conduct

(*a*) Every cadet should conduct himself as if the good name of the Corps rested on him personally. In Camp every Cadet should live on good terms with his comrades ; quarrelling, fighting and the use of intemperate or foul language are forbidden. If every Cadet cultivates a sense of personal honour and the spirit of good fellowship in his relations with his comrades, it is a sure sign that all is well with the Battalion. If a cadet is ill-used by another, he will complain to his Company Commander through the C. S. M. as soon as ever possible and never retaliate with personal violence to the aggressor.

(*b*) A Cadet spoken to in the ranks by an Officer, or NCO must not reply unless definite question is put to him. When questioned by an Officer or warrant Officer, a cadet will answer speaking in a clear and soldierlike voice, looking the Officer in his face, and commencing the answer with the word " Sir ". When speaking to an N. C. O., a cadet will address him by his rank as " Sergeant " or " Corporal ".

5. Obedience

The immediate and willing obedience to all orders is the " Hall-mark " of the true soldier. An order given by an Officer or N. C. O. must be obeyed instantly without hesitation or comment.

6. Duties

(*a*) When a cadet is awarded the "Stick" on Guard-mounting Parade, he will act as Commanding Officer's Orderly for the day.

(*b*) No cadet can exchange duties without the prior permission of the C. S. M.

7. Ignorance of Orders

No cadet may plead ignorance of orders as an excuse. Every cadet will make himself acquainted with all Battalion and Routine Orders and notices posted in Company Notice Boards.

8. Smoking Restriction

No cadet may smoke in the Mess or in the lines between "Lights out" and "Reveille;" nor may he smoke during halts in a Route March without permission. Smoking inside tents is strictly forbidden.

9. General

1. Every Cadet must realize that he must so regulate his conduct on all occasions as to avoid any act, which is likely to bring discredit on himself and consequently on the Battalion.

2. Prompt obedience to orders is essential to discipline and NO discussion or argument can be permitted. Subsequently to the completion of the order given, reasonable complaints may be made and grievances ventilated.

3. All complaints or applications of whatever description must be made verbally through the Section Commander to the Platoon and Coy. Commander. If a cadet finds his complaint disregarded by his Platoon

and Section Commanders, he may apply to his Coy. Commander direct but under NO circumstances will he address an officer on a matter of duty unless accompanied by a Non-Commissioned Officer. Written petitions to the Commanding Officer, or other Officer, except in the case of absence on leave or duty, or unless especially authorised, are forbidden.

4. Anonymous petitions are forbidden.

5. Cadets applying for leave are responsible for bringing to the notice of the sanctioning officer the fact of their employment under any officer other than that by whom their leave would normally be approved.

6. Every Cadet is expected to appear at all times smart and clean. When walking out and when travelling by train, they must be cleanly and properly dressed in accordance with the orders current at the time.

7. Any Cadet receiving seditious or undesirable literature will at once report the matter to his Platoon Commander.

8. Cadets are responsible for acquainting themselves with all orders, whether for parade, duty or any other matter. They must apply to their Section Commander when in doubt. Ignorance will NOT be accepted as an excuse for absence or neglect.

9. Cadets must fully understand the bearing on their prospects of promotion of such rules regarding educational and professional qualifications as may be from time to time in force.

10. Cadets are forbidden to leave arms amunition, accoutromets or articles of clothing lying about the lines, except under a sentry or with the precautions taken.

It will be the Cadet's responsibility in cases of loss from lines of Government property to show that such precautions were adequate.

11. Cadets are forbidden to sell, make away with, exchange or lend any articles of their uniform or equipment nor to alter any part of their clothing or equipment, or the marks upon them.

12. Cadets found in possession of clothing or equipment NOT their own will be presumed to have stolen it, unless they are able to give a satisfactory explanation as to how it came into their possession.

13. They will NOT keep valuables or sums of money in excess of the value of Rs. 20|- in their possession.

14. If a Cadet loses any articles of equipment or clothing or finds his rifle, equipment or clothing damaged, he must report at once to his Section Commander for his Platoon Commander's information.

15. A Cadet finding money, equipment or clothing or anything else of value, will at once take it to his Section Commander and report for the information of the Platoon Commander the circumstances under which he found it.

16. Cadets are strictly forbidden to offer presents.

17. Cadets are forbidden to borrow or lend money amongst themselves.

18. Gambling is strictly prohibited.

19. Every Cadet should endeavour to live in fellowship with his comrades. Quarrelling, fighting and use of foul or abusive language are forbidden.

20. Cadets are forbidden to leave the lines between evening Roll Call and Reveille. No cadet will leave lines or tents after Last Post.

21. Cadets are forbidden to conceal any disease, and if fallen ill, must report to Coy. Sergeant Major.

22. Once a Cadet has reported sick to hospital he will attend sick parade until he is returned to duty by the Medical Officer.

23. A Medical Certificate from the local Doctor will NOT be considered sufficient excuse for Cadet overstaying or absenting unless a certificate that the Cadet is unfit to attend normal duties is produced.

24. All ranks may be visited by friends and relatives provided that their names are recorded by the Regimental Sergeant Major.

25. In Camp all orders regarding sanitation must be strictly observed. The Battalion police have orders to take the name of any Cadet fouling the ground.

26. Meetings in lines|camp for any purpose whatsoever must be sanctioned by the Commanding Officer. The institution of or taking part in a political meeting, demonstration or procession by any Cadet of the Battalion is absolutely forbidden.

10. Leaving Camp

(*a*) Passes to be out of camp may be given as per camp standing orders.

(*b*) The observance of limitations imposed by Camp Standing Orders in respect of places placed out of bounds will be strictly enforced.

(*c*) In the event of a disturbance breaking out in places where Cadets have gone out with passes, they should immediately return to the Camp barracks.

(*d*) No Cadet will leave Camp except when properly dressed. Uniform or plain clothes will be worn according to Orders, but in no circumstances may partly uniform and partly plain clothes be worn. If uniform is worn while walking out from Camp, it must be correct in every detail.

CHAPTER V

CUSTOMS OF THE SERVICES

Saluting

1. On no occasion is the smartness of an officer or soldier displayed more clearly than in approaching and saluting a senior. It is a military method of greeting a superior, not a servile act. It is an outward sign of the inward spirit of discipline and respect for superiors. Saluting is an expression of mutual esteem and good will. A good or bad unit is known from the manner how its officers and men salute.

2. SALUTING OF ALL OFFICERS: Officers will be saluted at all times whether in uniform or not. Officers will return all salutes with the courtesy they deserve.

3. RETURNING OF SALUTES BY OFFICERS: When two or more officers are together, the senior alone will return salutes. In the event, however, of a senior officer not seeing a salute, a junior officer is always justified in returning it.

4. All ranks passing a funeral or passed by a funeral will salute the body. If a party, "Eyes-right|left" is given and the Comdr. salutes.

5. SALUTING DURING PLAYING OF THE NATIONAL ANTHEM: When the National Anthem is played, officers and N. C. Os. in charge of parties will call their men to attention. Off parade but in uniform ranks will come to attention and Officers will come to attention and salute. All ranks not in uniform will come to attention. Inside a building, or theatre stand to attention

with headress removed (except Sikhs). When in civilian dress, remove head dress and stand to attention.

6. General Rules for saluting :

(*a*) *Passing an officer* : When a soldier passes an officer he will salute on the 3rd pace before reaching him, and lower the hand on the third pace after passing him ; if carrying a cane he will place it smartly under the disengaged arm, cutting away the hand before saluting.

Recruits will be practised in marching 2 or 3 together, saluting points being fixed on either side. When several men are together the man nearest to the point will give the time.

They should be practised in saluting officers on the move as well as fixed saluting points.

(*b*) *When sitting* : A soldier, if sitting when an officer approaches will stand to attention, facing the officer and salute with the right hand ; if two or more cadets are sitting or standing about the senior will call the whole party to attention and he alone will salute.

(*c*) *When addressing an officer* : When a cadet addresses an officer he will halt two paces from him and salute with the right hand. He will also salute before withdrawing.

(*d*) *When without a cap* : A cadet without his cap, or when carrying anything other than

his arms, will, if standing still, come to attention as an officer passes; if walking he will turn his head smartly towards the officer in passing him keeping his arms steady by the side.

(*e*) *When driving a mechanical vehicle (including a bicycle)* : The rider of a bicycle or driver of a mechanical vehicle will not salute when the vehicle is in motion, owing to the danger of taking his eyes off the road. When the vehicle is stationary, he will salute by turning the head smartly towards the officer passing him, but he will not remove his hands from the handlebars or steering wheel.

(*f*) *The guard salute* : Officers will stand to attention while the guards salute is being played or sounded.

(*g*) When two or more Junior Officers (Captains and below) are standing together and an officer of or above the rank of Major passes, all the Junior Officers will salute.

(*h*) It is common courtesy for an officer to salute when entering and leaving the office of another officer of equal rank.

(*i*) It is incorrect for an officer senior in rank to the Adjt. to salute on entering or leaving his office. The Adjt. will rise when a senior officer comes in and wish him "Good Morning, Sir" etc.

(*j*) When in "mufti", if you meet or pass an officer, raise your hat.

7. SALUTING WHEN IN COMMAND OF PARTIES: When in command of parties, officers and warrant and non-commissioned officers will, paying or returning a compliment give the command "Eyes-right|left" and salute at the same time with the hand.

8. SALUTING WHEN OFFICERS ENTER ROOM: Whenever an officer enters a room in which men are waiting for a lecture etc., the senior N. C. O. will call the cadets to attention.

9. SALUTING AT CONCERTS ETC.: When the senior officer enters a room or tent for a concert, boxing tournament etc., all ranks will stand up, senior N. C. O. near the entrance setting the example, but not calling the room to attention.

10. SALUTING IN OFFICERS' MESS: All officers in the ante-room will stand up when the senior officer in camp enters the room.

11. OTHER RANKS ADDRESSING OFFICERS ETC.: All non-commissioned officers and cadets will stand to attention when addressing officers or warrant officers, on parades or on duty and will address them as " Sir ". The C. S. M. is a second class warrant officer.

12. RESPECT TO OFFICERS IN COLLEGES OR PUBLIC PLACES ETC.: Other ranks when not in uniform are expected to greet the Commanding Officer and other officers of the Corps in the same way that they would greet their college professors.

13. SALUTING ON PARADE: Salute when ordered to " Fall in " at the forming up of a parade by the officer commanding.

Salute in acknowledgement of an order given to you personally by your superior officer.

When ordered to "Fall out" by the officer commanding on parade, salute and fall out.

14. WHEN NOT TO SALUTE: On no occasion will the salute be made without head-dress.

15. Smokers must remove their cigarette before saluting.

Dress, Clothing and Equipment

Dress Regulations

(*a*) Orders regarding dress will be as in the Station orders and repeated in Bn. orders from time to time.

(*b*) The following are the only occasions on which uniform may be worn by officers and other ranks of the Corps : When attending

1. parade, annual or cadre training camp.
2. military parades as spectators (under unit arrangements)
3. military or civil functions, for which uniform is prescribed
4. wedding or funerals at which regimental military officers wear uniform
5. when attached to any regular unit for training
6. when summoned to an interview by a regular military officer, or when attending a conference convened by the commanding officer.

Under no circumstances cadets may attend meetings, cinemas etc. in uniform except that when in camp permission may be given on application to the commanding officer.

(*c*) Whenever uniform is worn, it must be correct in all respects. Careful and soldierly attention to dress is enjoined on all ranks both for the good name of the Corps and the cultivation of justifiable pride and self-respect. They are at no time to wear articles of uniform and mufti simultaneously. The wearing of ear-rings, religious marks, jewelry, watch chains, trinkets, use of umbrellas etc. is prohibited when in uniform. Pockets will not contain any articles which cause them to bulge. No belt other than the prescribed one will be worn.

Care of clothing and equipment

(*a*) All articles of clothing issued to cadets are the property of the government and cadets are responsible for their safe custody until they return them prior to discharge, when they will be required to pay for any deficiencies and for wilful damages to any of the articles as well as for rendering an article unserviceable through neglected maintenance and unfair wear and tear.

(*b*) It must be realised that clothing could be conserved through prompt first line repair such as darning a hole when it first appears in a garment, or handing in for repair under HQ arrangements any boots, the outer sole of which shows signs of wearing thin.

(*c*) Any deficiency in or damage to clothing and equipment will be reported immediately to company commander.

(*d*) It is forbidden to sell, make away with, pawn, exchange or without due authority lend, transfer, borrow, or otherwise dispose of any article of uniform, equipment or other government property ; nor may individuals alter or cause to be altered or put any unauthorised

mark, or deface any government mark on any such articles in any manner. Penalty for disobedience of this order will be not only the recovery of the full value of the article concerned, but also disciplinary action.

Officers' Mess

Mess customs and traditions instill in officers a stronger sense of loyalty and cooperation, and an even stronger sense of esprit-de-corps. Officers must take a personal pride in adhering to Mess customs no matter how trivial they may appear to be. The observance of these customs should be spontaneous.

The Mess is a common home for all the officers of a unit ; here they meet, exchange ideas and learn from their elders lessons which are of infinite value to them in their later life. It is here that a spirit of comradeship and esprit-de-corps is developed.

Dress

Take great pride in your turn-out whether in uniform or in plain clothes. Avoid multi-coloured shirts and ties in the Mess. Leave your belt and cap outside. Do not enter the Mess in dusty or dishevelled condition. Dress authorised for officers for supper or any functions in which wearing of uniform / mess dress is NOT obligatory may be (i) uniform, (ii) black or white achken and white shuridar pyjama, (iii) close collar jacket, Jodhpur style and trouser either all black or white or a combination of both or (iv) dinner jacket. Wear the appropriate uniform on Guest nights and Dinner nights. Mess is out of bounds to officers NOT correctly dressed. See that the guests you invite to your Mess are properly dressed when they come in.

Mess etiquette

(*a*) The officers' mess is their own home in camp, all stiff formality of duty is dropped.

(*b*) It is usual when entering the mess for an officer to make a practice of wishing his brother officers already there "Good Morning" glancing towards the senior officer present.

(*c*) If the commanding officer or any other officer of corresponding rank enters an ante-room, officers shall always stand up.

(*d*) Officers shall never fail to address the commanding officer as "Sir" even in the closer relationship which mess life brings to all. But do not 'click' your heels and stand to attention.

(*e*) As a rule officers should avoid seeing another officer on duty and making a report to him etc. in the mess.

(*f*) Officers should avoid conversation on such matters as drill, details of dress, interior economy, etc. Do not talk "shop" except in really urgent cases. They should also avoid mentioning a lady's name or discussing religion or controversial subject such as politics in the mess.

(*g*) Before leaving mess after dinner, all officers will say "Good Night Sir" to the commanding officer or in his absence to the senior officer present.

When a visitor, service or civilian officer enters your Mess, no matter what your rank is, you must stand up and greet him courteously and offer him some refreshment.

Mess Rules

(*a*) All officers in camp are ipso facto dining members of the mess.

(*b*) The mess will cater the following: Chota, Breakfast, Lunch, Tea, Dinner.

(*c*) No messing crockery or cutlery will be taken from the mess without sanction of the mess secretary, except in the case of officers placed sick in quarters.

(*d*) Breakfast, lunch and dinner will not be ordered from the mess to be served in officers' quarters, except where an officer is placed sick in quarters by the Medical Officer.

(*e*) Courtesy and the economical administration of the mess demand that members warn out for meals beforehand. Members will write their names in this book at least 24 hours prior to any meal at which they will not be present.

(*f*) No dogs or other animals are allowed inside the mess.

(*g*) Unless you are on the Mess Committee you have no authority to reprimand a mess servant in any way. You must report anything wrong to the Mess Secretary, or to the appropriate Member of the Mess Committee.

(*h*) The Mess 'Suggestion Book' is not the place to enter complaints. It is for constructive suggestions to assist the Mess Committee. In making suggestions in this book, avoid sarcasm or attempts at humour.

(*i*) You must treat Mess property whether crockery, cutlery or furniture as your personal property. Breakages by a member or a servant will normally be charged for at the cost of replacement or repair.

(*j*) You may take a periodical or journal or daily news paper into the dining room but only at breakfast and lunch.

(*k*) Do not invite all and sundry to your Mess. Obtain permission from the P. M. C. before you invite them. Do not take J. C. Os or other ranks to the Mess. J. C. Os. are invited by the C. O. only on special occasions.

(*l*) Do not visit the Mess during working hours unless you are on sick list or return from outstation.

Table Manners

1. Ensure that you use knives and forks properly.

2. Do not pile up the plates. If you want more you can have a second helping.

3. Do not talk too loud. Be quite natural and informal when you talk.

4. Eat with your lips closed and without making any noise with your mouth.

5. Do not talk when there is food in your mouth.

6. Drink water slowly. Too much of water spoils appetite.

7. Do not lean across the table to get salt cellar, etc. Always ask the one sitting next to you " Please pass me the salt cellar, etc. or may I have sugar please, etc. . . . . . "

8. Use the napkin sparingly.

9. Noisy behaviour, clinking of glasses, or talking in dialects not common to all Mess members is bad form.

Dinner and Guest Nights

1. Be punctual. It is a parade under the C. O. Turn up 10 mts. before fixed time. If you are late, go to the

President and offer your apology before you go to your chair.

2. On Guest Nights and Regimental functions in the Mess, every dining member is a host. It is the duty of every such member to see that no guest is left unattended. Move round freely and look after them all.

3. When dinner is announced the senior Guests enters the dining room first accompanied by the senior dining member and the other guests will follow accompanied by other dining members, not necessarily in order of seniority. After all the guests have entered the other dining members will enter. If there are no guests, the senior dining member enters first followed by the others not necessarily in order of seniority.

4. Whenever a toast is drunk to the President or any one else, after the glasses have been filled the President at the table rises and says "Mr. Vice, the President". The Vice-President then rises and gives the toast "Gentlemen, the President". Thereupon all officers rise and drink the toast. All sit down after drinking the toast. If the band is present, the National Anthem is played before the toast is drunk.

The Vice-President should give a pause of 3 to 5 seconds between the words "Gentlemen" and "the President" to enable all to rise and stand to attention. Until the toast is drunk neither eating dessert nor smoking is permitted.

5. Do not smoke until the senior guest or member lights his first, or permits the table to do so.

6. It is a matter of propriety and common courtesy to ask the one next to you, if he is still having his meal "Do you mind if I smoke?"

7. No dining member should leave the Mess until all guests have left.

8. It is not proper to leave the Mess until after the senior dining member has left. Should it be necessary to leave earlier, you must formally obtain his permission.

9. On arrival at the dining room officers shall stand behind their chairs until the senior member takes his seat.

The Mess Committee

The mess committee will consist of (i) the President (PMC), Bn. 2nd-in-command ex-officio, (ii) the mess secretary, (iii) the house member nominated by the C. O. for each camp.

Duties of the PMC are as under :—

i. He is generally responsible to the C. O. for the management of the Mess, the care of the mess property and the supervision of the work of the other members of the committee.

ii. He will obtain the sanction of the C. O. before incurring any abnormal expenditure.

Duties of the Mess Secretary :—

i. He will keep the books and deal with correspondence under the direction of the PMC.

ii. He will arrange for the daily messing.

Duties of the House member :—

i. He is responsible for the cleanliness of the mess and maintenance of furniture, silver, trophies, journals and dailies, etc.

ii. He is responsible that all calls are recorded and brought to the notice of the C. O. and adjutant.

Mess Sergeant

The mess committee will be assisted by a mess sergeant. He is responsible for the work of the mess servants, for the sanitation and cleanliness of the mess building, kitchen and compound, for the custody of regimental property and stores kept in the mess and will report breakages and deficiencies as soon as discovered to the mess secretary. Under the discretion of the mess secretary, he will arrange for the messing of officers sick in quarters.

Visitors

1. Make visitors feel at home. If they are unaccompanied, rise to meet them when they enter the ante-room. Entertain them until the particular officer they are visiting arrives.

2. Stand up when ladies enter the room or come near or leave the place.

3. When offering drinks etc. ask the ladies in the order of precedence and then the other guests. Serve the ladies before serving others.

4. When accompanying a lady always open the doors for her and offer her a chair.

5. When in uniform do not pay compliments to the ladies by folding hands. Salute with head dress and stand to attention when bareheaded or when in civilian dress pay compliment by folding hands or according to custom.

6. It is ladies' privilege to serve tea when you are sitting with them. So let them do it. Rest of the service should be carried out by you.

7. *Introductions* :—

i. A gentleman is introduced to a lady ;

ii. A single woman is introduced to a married woman ;

iii. A younger to an older man ;

iv. A junior to a senior ;

v. In making the introductions the names of both parties should be given clearly. e.g. "Major Ranga, may I introduce Lt. Raja." The remark "How do you do, Lt. Raja" with a suitable reply from the junior "How do you do, Sir" is a conventional intimation that the introduction has been effected, and not an enquiry or any solicitude as to the health of the other. So, it is incorrect to say "I am very well, thank you," "I'm pleased to meet you." etc.

vi. On guest nights one's private guests should be introduced to the C. O. or the President as early in the evening as convenient.

8. *Invitations* :— Invitations are either formal or informal.

i. Formal invitations are couched in the third person. e.g. "The Commanding Officer and Officers of 2nd MADRAS Battalion request the pleasure of the company of

C. Raja Esq. at Dinner on the 14th May '60 at 7 p.m." (RSVP The Mess Secretary).

Such invitations must be answered formally in the third person as "Mr. C. Raja has much pleasure in accepting (or regrets he is unable to accept) the kind invitation of the Commanding Officer etc. to dinner on the 14th May '60".

The address of the officer replying to the invitation and the date should be written in the bottom left-hand corner of the sheet.

ii. If you receive an informal invitation, reply in the same form e.g.

"Dear Mrs. Prasad,

Many thanks for your kind invitation to dinner on May 14th. I shall be delighted to come.

Yours sincerely,

. . . .

iii. Etiquette demands that all invitations should be answered at once, to enable the host to make the necessary arrangements. An invitation once accepted must not be declined subsequently except for some special reasons over which one has no control.

9. *Visiting Cards* must be of correct size 3 X 1½ in. and of the first quality. Officers below the rank of Captain i.e. subalterns do not show their rank on their card, but have "Mr." prefixed to their names.

Security : Arms and Ammunition

1. Arms and ammunition will never be used for other than Unit duties. Arms will be kept in the Armoury except when issued for parades or training.

2. The J. C. O. of Company will automatically assume duties of kot J. C. O. : Names of Kot J. C. Os will be periodically published in Part I orders. The J. C. O. will be responsible for the safe conduct and custody of arms and ammunition and proper maintenance of arms in the kot. He will submit a daily report personally to the Coy. Commander that all arms are correct. In camp keys of the kot will be placed for safe custody in the quarter guard. All arms will be cleaned and oiled before being deposited in the kot.

3. The following order will be affixed to the doors of all armouries :—

> " Members of the National Cadet Corps must not under any pretext tamper with their arms and equipment ; if the action or any other part of a weapon is found to have been tampered with, it will be repaired at the expense of the individual concerned."

4. Ammunition will be drawn by Coy. Commanders when their men fire their range courses. The Coy. Commander will inspect all ammunition drawn, and will be personally responsible for the quantity drawn and for the care of and expenditure of such ammunition. He will also personally check the unexpended balance of ammunition when collected from the men and will return all unexpended ammunition, fired cartridges cases and misfires to the Bn. H. Q. All ammunition on Bn. charge will be inspected once a month by the Adjutant or C. O.

5. An Officer or cadet is forbidden to use or carry a service fire-arm except in connection with the duty as an officer or cadet or to have service ball ammunition in his possession unless authorised. An order to this effect will be published periodically in the orders of all units and incorporated in the standing orders.

6. A member of the National Cadet Corps is strictly forbidden

i. to carry any round of ball ammunition to a place of instruction or parade ; or

ii. to take any Govt. ammunition away from a rifle range or place of instruction.

An order to this effect will be published in the Bn. Orders at the commencement of training and will be repeated in the sub-unit orders.

7. Ammunition for musketry practice will always be issued on the range in bulk under sub-unit arrangement.

8. Before blank or dummy ammunition is issued on parades, the officer or instructor will personally inspect all rifles, magazines pouches and bandoliers, to ascertain that they contain no ball ammn.

9. While firing on the open range, Coy. Comds. in Bn. H. Q. station will comply with station range precautions, and will apply to Bn. H. Q. for Police bandobust round the range. In the case of detachment, O. C. dett. will arrange for this independently and send a copy of this requisition for Police bandobust to Bn. H. Q. and to local Tahsildar.

10. Transport of arms and ammunition between armouries and range unless under the supervision of an

officer or member of the regular army instructional staff is forbidden.

11. In no circumstances will drill cartridges be kept in or issued from the same stores as that used for ball or blank ammn.

12. Coy. Comds. are responsible that all the above orders regarding the safeguarding of armouries, arms and ammunition are strictly complied with. All Coy. Comds. will comply with their respective station range precautions.

CHAPTER VI

CAMP STANDING ORDERS

Introduction

The objects of Annual Camps are to give cadets a stimulating combination of training and holiday by carrying out a higher scale of training that is possible under local conditions, and giving cadets every opportunity to develop powers of leadership and self-discipline under field conditions.

Training during N. C. C. Annual Training Camps needs to be made more practical, interesting and realistic than heretofore. Though subjects like drill and weapon training have their own importance and are instrumental in inculcating a sense of esprit-de-corps amongst the cadets and in fostering discipline, only a small portion of the time available during the camps can be devoted to them. There remains a tendency for too much drill and weapon training to be taught in the camps which should, of course, be well mastered by the cadets at their own institutions. It is essential that training programmes at camp should get the cadets out into the country and learning the many lessons which they cannot be taught in the towns.

Camp should be the opportunity for cadet N. C. Os to practise leadership both in the camp and in the field. They should be given the maximum possible responsibility under the careful supervision of their officers.

Country code

Since camps are held in the countryside, it is essential that cadets conduct themselves as good citizens so as to cause no inconvenience to the farmers.

Officers have a responsibility in these matters. Decent behaviour under all conditions is one of the characteristics which they seek to impart to cadets. Life in rural areas demands understanding. Sins against the code are usually committed from ignorance rather than wilfulness but much damage and loss can follow none the less, and a few moments thoughts on the part of the visitor may save much worry to the country dweller. The majority of those whose good fortune it is to live in the country welcome visits from town dwellers and realise how much they enjoy themselves but the kindliest farmer hates to see his stock stray through gates left open, or through damaged fences.

(*a*) Guard against all risks of fire.

(*b*) KEEP away from cultivated fields.

(*c*) KEEP to the paths across farm land.

(*d*) Avoid damage to fences, wells and hedges.

(*e*) LEAVE no litter.

(*g*) Safeguard water supplies.

(*h*) PROTECT wild life, plants and trees.

(*j*) Go carefully on country roads.

(*k*) RESPECT the life of the countryside.

This code will be published in camp orders on the first day of camp and explained to all cadets on Roll Call.

Camp Standing Orders

These orders are issued for strict compliance of all ranks and civilians in camp. These orders will be read out to cadets on the first day of the camp. Ignorance of orders will be no excuse.

1. Daily Routine

Vide Training Programme issued separately.

2. Administration

i. The various Committees for the camp will be published in the Routine Orders. The duties of these committees are published separately. Camp routine orders will be read out to all concerned preferably at the roll call.

ii. Parade States will be submitted to the Adjt. by 07.00 hrs. daily in the proforma issued to them.

3. Duties

Duties in camp will be performed by the participating Units daily in rotation. Duties will consist of :—

(a) *Quarter Guard* : 2 Cadet N. C. Os and 7 cadets including camp Commandant's stick orderly who will be selected by the Duty Officer. In the night another 3 cadets will be added to this. The Guard will report to the Camp B. H. M. 15 minutes prior to the time of Guard Mounting. They will also report to the B. H. M. at 16.00 hrs. the previous day for training and practice.

(b) *Regimental Police* : Each Unit will detail one cadet N. C. O. and 10 cadets as R. Ps. These cadets will be changed only once or twice. These cadets will report to the camp Provost N. C. O. on the first day of the camp at 17.00 hrs.

(c) *Fire Fighting* : Fire picquet of 2 cadet N. C. Os and 20 cadets and a fire fighting

party of 4 cadet N. C. Os and 40 cadets will be provided by the Duty Unit.

(*d*) *Duty Officers* : One or more officers per day will be appointed by the Camp Adjutant; names of these Officers will be published in camp Routine Orders. Duty Officers will submit to Adjt. his report in the prescribed form after completion of duty.

(*e*) Duty J. C. O. and duty N. C. O. for each day will be detailed by the Adjt.

(*f*) *Night Prowlers* : 3 Cadet N. C. Os and 18 Cadets will be detailed by the Duty Unit. These cadets will report to the Camp B. H. M. at 18.00 hrs. daily.

In addition to these, Duty U|O and Camp Orderly Sergeant will be detailed by the Duty Unit in the Senior Division Camp.

These are only Camp duties. Corresponding appointments for Units may be made by the Unit Commanders under their own arrangement.

4. Security

Personnel and duties of provost will be organised by the Adjutant. They will daily report to Provost N. C. O. who will tell them their duties. Contents of security orders issued separately will be explained to all concerned.

(*a*) Unauthorised persons will not be permitted to enter the Camp area. Visitors will be seen by the Provost N. C. O. and conducted to the visitor's place on satis-

factory proof and at the times of visiting notified in camp orders. All visitors will however be treated with the greatest amount of respect and courtesy.

(*b*) All civilians employed will be issued with Passes.

(*c*) Sentries for Coy. areas will be detailed during parade hours and at nights. The strength will be announced in camp orders. These will as far as possible be found from among attend ' B ' personnel.

(*d*) A regular N. C. O. for each Unit will be detailed in-charge of the Kote. Coys. will detail their own kote Corporals|Lance Cpls. for the safety of their arms who will work under the instructions of the Regular N. C. O.

5. Fire Precautions

Fire Orders issued separately will be read out to all concerned and every one will be conversant with their duties. Adjutant will arrange for surprise fire alarm practices in camp.

6. Discipline

Every troop Comdr.|Coy. Comdr. is presonally responsible for the discipline of his troop|coy. in Camp. Special attention will be paid to the following :—

(*a*) *Punctuality*: Whenever Officers|Cadets are required to be at a place they will be there at least 10 minutes before the appointed time.

(*b*) *Moving about in camp* : No one will walk about within the Camp in a slovenly manner. If moving in parties, the senior cadet will march the party from one place to another. If moving individually it will be done so smartly and briskly.

(*c*) *Smoking* : There will be no smoking inside tents and no naked light will be brought into the tents.

(*d*) *Bounds* : All Camp buildings, ration stores, Officers, Officers lines and Officers mess will be out of bounds for all ranks not on duty. Regular Staff lines|mess will also be out of bounds for cadets. R. Ps have a right to check any one going out of bounds.

(*e*) *Meeting* : No meetings of any kind will be either organised or held within the camp without the permission of the Camp Commandant.

(*f*) *Sight Seeing* : No Sight Seeing is normally permitted during the Camp.

(*g*) *Line Leaving* : Any Cadet leaving camp, will be in possession of a " Line Leaving Pass " issued by the Camp Adjutant. Application for these passes will be made through the respective Unit Comdrs. The counterfoil of the pass will be left at the Quarter Guard while leaving the camp. The foil will be surrendered at the Quarter Guard on return. Any late coming will be reported to the Adjutant for suita-

ble disciplinary action. J. C. Os|N. C. Os will obtain permission from the Camp Senior J. C. O. before leaving camp. Officers will write in the note book in the mess prior to their going out. No permission will be granted to be away from camp during working hours.

(*h*) *Lights out* : At 'lights out', all lights in cadets lines will be put out.

(*j*) *Interview with the Camp Commandant* : Any Officer wishing to see the Camp Commandant will contact the Adjutant who will arrange for the interview.

(*k*) *Precautions against insect bites* : The Camp area may be infested by scorpions and snakes. No one will walk about barefooted. In the nights torches|lanterns will be carried by cadets when moving about. Any insect|snake bites will be reported by the individual immediately to the Camp M. O. who will attend to it forthwith.

(*l*) *Interior Economy* : The senior N. C. O. in each hut is responsible that all men are out of bed at Reveille and in bed at Lights out and the kits as well as beds are neatly arranged before men leave their tents for the first parade.

7. Care of Barracks

Q. staff will inspect the lines and huts frequently to safeguard against whiteants nuisance. Any damage

to furniture or camp property will be paid for by the individual concerned.

8. **Medical**

A Medical Inspection of all ranks and all Camp followers will be made on their arrival in Camp.

9. **Sick Reports**

Daily sick reports will be shown each morning to the Adjutant by B. O. S. They will be checked by Company Commanders daily.

10. The Medical Officer's Remarks on morning sick report indicates as follows :—

A.— Ordinary duty.—

Attends Medical Inspection Room in the evening, not on morning sick parade.

B.— Light duty.—

Attends Medical Inspection Room on morning sick parade and any other time ordered by M. O.

C.— Excused Duty.—

Attends Medical Inspection Room on morning sick parade and any other time ordered by M. O.

M. & D.— Medicine and duty.—

Need not attend Medical Inspection Room. Attends to usual duties.

Duty —

Has reported sick unnecessarily. Os. C. Coys. will take necessary disciplinary action in such cases.

11. **Dress for the Sick Parade**

Uniform. B. O. S. will march them to M. I. Room and will take with him the sick report book with names

of the sick personnel entered by Coys. This will be completed by M. O. and circulated to Coys. initialled by Coy. comds. and placed on the C. O's table at 11.00 hrs. O. Rs suffering from Boot-bite or blisters will report at the M. I. room at 16.00 hrs. for treatment. They will NOT attend sick parade in the morning. They will attend ALL parades without boots after obtaining permission from O. C. Coy.

12. **Water**

Strict economy will be observed by all Ranks in the use of water. Any one found causing wastage will be visited with severe disciplinary action.

13. **Bathing**

Bathing in any but the authorised places is forbidden.

14. **Sanitation**

Severe disciplinary action will be taken against men found fouling the ground within or in the vicinity of Camp.

15. **Refuse**

Refuse will be deposited in the receptacles provided and not thrown about the lines.

16. **Messing**

Complaints about food, if any, will be made to the Orderly Officer only.

17. **Canteen**

Purchase from the canteen will be paid for in cash as per approved price list exhibited at the Counter. Canteen will NOT be kept open during parade hours NOR after 21.30 hrs.

18. Dhobies and Barbers

Dhobies will be provided by Dhoby contractor. Dirty clothing will be collected every alternate day w. e. f. 2nd day in Camp and clean washing will be issued at the same time. C. Q. M. H. will ensure that dhobies report to the respective Coy. H. Q. at 14.00 hrs. on scheduled days. The contractor will provide in addition a Flying dhoby to wash civilian clothing for which cadets will pay cash in advance at one anna per article. Barbers will be provided by the contractor. Rates will be 3 annas for a shave and 8 annas for a haircut paid for in cash.

19. Saluting

All O. Rs will be alert and correct in paying compliments.

20. Inf. Room

Daily newspapers, magazines, inf. circulars etc. will be available in the information room for the O. Rs during non-parade hours.

21. Security of Arms

Each Coy. will be provided with a separate Arms Rack in the Armoury. Arms will be drawn for and returned after parade under the supervision of a Senior N. C. O. Senior N. C. O. of the Coy. will check all arms at Retreat and report to the Orderly Officer that all arms are correct or otherwise. Deficiencies, if any, will be reported forthwith to the Adjutant.

22. Anti-Malarial

The following A|M precautions will be complied with :—

(*a*) Trousers and long sleeves will be worn after sun-set.

(*b*) Washing and bathing that involves undressing is forbidden between sunset and sunrise.

(*c*) The body will be fully covered up before sleep by a light bed sheet.

23. Postal

All letters will be posted at the letter box near the canteen which will be collected by the clerk (duty) for despatch. In-coming letters will be collected by the Duty N. C. O. from Adjutant Office at times notified in camp Orders. Stamps and covers will be available at the camp canteen.

24. Camp Committees

The duties of the various Committees in camp :—

(*a*) *Camp Management Committee* : This committee will decide all policy matters regarding the Training, Administration and Organisation of the camp. This Committee will also review the work of other committees from time to time.

(*b*) *Messing Committee* : This committee will look after the provisions, cooking and serving of all meals.

(*i*) RATIONS : The Officer i|c rations will place demands on the approved contractors for about 3 days requirements at a time at least 48 hrs. in advance. When the stores are delivered at the ration stores, he will check the quality

of the material with the samples given by the contractor and either accept them in whole or part or reject them in whole. Where there are no samples available, the best material will be supplied and will be insisted upon. Once satisfied with the quality, he will check the quantity by weighing or measuring as the case may be and take the stores on ledger charge. The prescribed ledger form will be used. He will then initial the ration ledger and endorse a certificate on the contractor's bill as under and sign the bills. " Certified that the materials supplied have been taken on ledger charge and that these are of the proper quality and conform to the samples available." He will also issue rations to the various cook houses according to scale depending upon the ration strength. These will also be entered in the ration ledger against issues and the balance for each day will be arrived at. Rations for each day will be drawn from the stores by the Officer i|c messing in each Unit at the time notified in the camp routine orders.

(*ii*) MESSING : The Officer i|c messing will get the actual ration strength of each cook house from the Messing officers and supply the information to the Officer i|c rations. He will go round the various cook house and ensure that

there is no wastage of either the rations or cooked food. He will also coordinate the activities of all the Messing Officers of the Units and ensure uniformity. He will prepare the menu for the camp, in conjunction with the other members of the committee.

(c) *Finance Committee* : The finance committee will be responsible for scrutinizing all bills and recommend to the camp Commandant for payment of the bills. This committee will meet every day at the time specified in C. R. Os to scrutinize the previous day's bills. All bills for purchases in camp will be routed through either the Camp Q. M. or the Officer i|c rations. The committee will check up whether the rates charged are reasonable and as per the rates approved and also check up whether the bills are arithmetically correct. They will also see whether the Q. M. or the Officer i|c rations has certified that the items are of good quality and that the items have been taken on ledger charge. When fully satisfied the committee will endorse " Passed for Payment " and sign below. On this recommendation, the Camp Commandant will endorse " Pay ". Thereupon a cheque will be issued to the concerned party and relevant entries made in the cash book.

(d) *Local Purchase Committee* : This committee will do all purchases in camp of items

not covered by contract. They will enquire about the prices in at least 3 places and purchase the cheapest in keeping with quality. All bills for purchase made by this committee will be endorsed with a certificate as under and sign the bills. " Certified that the rates above are the lowest in the market in keeping with the quality ". These bills and items purchased will be handed over to the camp Q. M. or Officer i|c rations as the case may be for them to take the items on ledger charge. Necessary money for this committee will be given by the Camp Accounts Officer.

(*e*) *Games Committee* : This committee will organise the games in the evenings. Friendly matches between Units|Schools|Colleges will be arranged by the Committee.

(*f*) *Entertainment Committee* : This committee will organise entertainment in the evenings after dinner. Out of the items put on show, a few good items will be selected for the final Camp fire.

It will be seen that the duties of the committees specified in the foregoing pertain to the camp as a whole. Units may at their discretion have committees or individual officers for the various jobs. Every Unit will, however, have a messing Officer who will draw rations from the stores, issued it to his Unit's cook house and see that meals are cooked and served to the best advantage of the cadets.

The Camp Commandant will be kept informed of the work of the various committees through the Adjutant or Adm. Officer and his advice sought on important matters.

Fire Precautions

(*a*) Matches and cigarette ends are at all times to be carefully extinguished and placed in the appointed receptacles.

(*b*) Smoking in Government vehicles is forbidden and no smoking is permitted in barracks after "Lights out."

(*c*) No fire may be lit except in an authorised place, and no naked light will be kept burning in any part of the lines.

(*d*) Fire tins will be allotted by R. Q. M. S. to each building and barrack. Half the number of tins will be filled with water, and the remainder with loose earth. To prevent binding, they will be emptied once a week and refilled under Company arrangements.

(*e*) A general Fire Drill will be held on the 2nd day in Camp, and Company Commanders will ensure that all ranks in their Company are conversant with Fire Orders.

Fire Orders

(*a*) A Company will be detailed in Bn. Orders for fire duty. This Company will provide in case of fire :—

i. A fire picquet (strength 2 N. C. Os and 20 men). Its duty is to draw a cordon round the scene of fire so as to enable the fire fighting party to work unhindered and to

prevent unauthorized persons approaching the fire.

ii. A fire fighting party (Strength 4 N. C. Os and 40 men). They will use all possible resources to save life, put out the fire, localise it, and salvage moveable goods and stores.

(*b*) Any person discovering a fire will immediately attempt to put it out, calling to his assistance any one else who is close at hand. If he is unable to put out the fire, he will immediately report to the Guard Commander who will

i. Cause the fire alarm to be sounded (by ringing of the Quarter Guard gong) until it is obvious that action is being taken.

ii. Despatch a runner to warn the Orderly Officer and B. O. S. (who will warn the Regimental Officers).

iii. Turn out the Guard.

(*c*) *Action on Alarm sounding* :—

i. The Orderly Officer will proceed to the scene of Fire and take charge until a senior Officer arrives. Should he consider the fire-fighting resources of the Bn. inadequate, he will apply for the assistance of the nearest Municipal Fire Brigade. Telephone No. 99.

ii. The duty Company will rush their Fire Picquet and Fire Fighting Party to the scene of fire (which should be first ascertained by the C. S. M. from the Guard Commander) to carry out their duties as in

(*a*) above. The Fire Fighting Party will wear boots (but not arms) and will take with them their Company Fire tins, other fire fighting appliances being despatched by R. Q. M. S.

iii. Other Companies will fall in, in front of their barracks, in fatigue dress and with their Company Fire tins, and await orders. Officers will join their Companies.

iv. R. Q. M. S. will repair to the Stores, clerks to their Offices, servants to their master's quarters and other employees to their respective places of business.

v. Water-carriers will report with filled tins to the Provost Sergeant at the Quarter Guard.

vi. Should the fire alarm be at night, barrack sentries will be doubled and the waiting Guard will hold themselves in readiness to reinforce the Regimental Guard immediately on receipt of orders. The Orderly Room will be lit and opened as a place for issue of Orders.

vii. All work will be carried out in silence and the strictest discipline will be maintained.

viii. " Stand down " will be sounded under the orders of the Senior Officer present.

Camp Security Orders

Careless talk may cost lives.
Remember walls have ears.

1. Security Orders will be strictly enforced and NO relaxation will be permitted.

2. Definition

Security has been defined as the "State of being Secure". All protective measures should be taken to guard against possible unlawful intruders. It is primary responsibility of every individual regardless of rank in the camp to safe-guard the camp security viz., information, documents, office, stores, premises and surrounding areas, and prevent loose conversation. Unusual occurrences beyond the control of any individual will be brought to the notice of the Camp Security Officer in the camp, who will, in turn, inform the Camp Commandant.

3. Passes

(*a*) All employed in the camp for labour, conservancy, cooks and water carriers, servants, etc. will be issued with security passes to identify them as those authorised to work in the camp and these will be checked frequently by R. Ps. appointed. The personnel will ensure that they have in their possession these security passes whenever they want to move inside the camp area.

(*b*) Cadets desirous of moving from the camp area will be issued with a line leaving pass which will be countersigned by the Camp Adjutant after due recommendation by Coy. Comd. The counterfoil of the line leaving pass will be surrendered at the gate and the cadet will proceed with the pass and return within the scheduled time after which he will surrender the pass to the guard comdr. or the duty officer, who will check the timings with the counterfoil. Absence of cadet will be brought to the notice of the Camp security officer.

(*c*) Office staff employed in the H. Q. will all be issued with identity cards and these identity cards will be in their possession.

4. **Orderly Room**

Orderly room is out of bounds to all ranks including Officers except when on duty. The C. O's stick orderly will stop all visitors and verify their identity and only after ascertaining the purpose of their visit, he will inform the Adjutant about the visitor.

5. **Regimental Police (RP)**

The R. P's will be detailed in camp orders. Their tour of duty will be as mentioned in the Camp orders. They will be responsible for the general security in addition to preventing all unauthorised persons from entering the camp area.

6. **Office (CAMP)**

Correspondence will be attended to by the Adjutant. All important secret and confidential documents will be opened by the C. O. and in his absence by the Adm. Officer. The Headclerk will be responsible for the general turn-out of office work and welfare of the office staff.

7. **Armoury**

All arms will be deposited at Quarter Guard in camp under arrangements of the Camp Subedar Major. Ammunition will be deposited at the Quarter Guard in camp in sealed boxes and only the adjutant will authorise the issue of ammunition for training purposes.

8. **Emergencies**

Any case of fire or unusual occurrence will be reported to the security officer and the fire gong will be sounded

by the Guard Commander. The fire picquet and fire fighting party as detailed in the camp orders will be fallen in and doubled with their equipment to carry out their duties as laid on in fire orders separately issued.

9. Guards and Patrols

The quarter Guard is purely ceremonial and will NOT be given any protective role. R. Ps. by day and night patrol by night will be responsible for the security of the camp under the supervision of Camp Subedar Major.

Guard Orders

1. The Battalion Quarter Guard will consist of 2 Cadet N. C. Os and 7 Cadets (1 Cadet to be selected as C. O's stick orderly). The Guard will be detailed by the duty Coy. and the Commander must NOT be below the rank of Sgt. I N. C. O. and 3 Cadets will also be detailed as KOTE GUARD.

2. *Guard Mounting* : The Guard will be mounted daily at 07.00 hrs., and the duration of duty is 24 hrs. Guards will report to B. H. M. 15 minutes before the time.

3. During day i.e., from Reveille to Retreat the Guard will be ceremonial and during night tactical. The tactical guards will be reinforced by 1 regular N. C. O. and 3 other Cadets for night patrol.

4. *Duties of the Guard* :

(*a*) The guard will pay proper compliments to all Officers, armed parties, flag cars etc. as per regulations.

(*b*) The guard will turn out at retreat and reveille, for the Commanding Officer, once by

day to orderly officer and on other occassions such as fire alarm etc.

The Guard Commander :

(*a*) He is responsible to see that the guard is always alert and properly turned out.

(*b*) He will see to the Guard room and the surrounding areas being kept clean and tidy.

(*c*) He will see that all properties entrusted to him are properly guarded.

(*d*) He will allow NO unauthorised person to enter the Guards Room and ensure that all the sentries are clearly briefed for their duties.

(*e*) Under NO circumstances he will allow more than one third of the Guard strength to leave the Guard Room at time.

(*f*) He will maintain all registers in his charge uptodate.

(*g*) He will ensure that all Cadets under his Command are aware of the Guard Orders, Fire Orders and Security Orders of the Camp.

(*h*) He will closely liaise with the night patrol Comdr.

(*i*) He will ensure that all Cadets in his guard know their "Stand-to" positions and team tasks.

(*j*) He will ensure that his under-commander posts and relieves the sentries as per orders.

5. *Duties of Sentries* : (1 & 2)

(*a*) NO Sentry will leave his post unless properly relieved.

(*b*) He would thoroughly know his duties before taking over.

(*c*) He will pay compliments as per Orders.

(*d*) He will ensure that all properties in his view and entrusted to him are guarded properly.

APPENDIX A

Authorised Establishment of an Inf. Bn. of 4 Coys. NCC

A. Instructional Staff (Inf.)

	Bn HQ	4 Coys each	Total
OFFICERS			
Commander (Major)	I	–	I
Adm. Officer (Capt.)	I	–	I
JCOs			
Subedar / Jemadar	–	I	4
HAVILDARS			
Company Havildar Major	–	2	8
Company Q. M. Havildar	I	–	I
NAIK			
Storeman	I	–	I
Total all Ranks ...	4	3	16

B. National Cadet Corps Personnel

	Bn HQ		Company				
	HQ Sec	Adm Pl	HQ Coy	3 Pls each	Total Coy	Total Coys	Total Bn
OFFICERS							
Bn 2-I-C (Maj) ...	I	–	–	–	–	–	I
Coy Comdr (Maj/Capt)...	–	–	I	–	I	4	4
Adjutant (Capt) ...	I	–	–	–	–	–	I
Quartermaster (Capt) ...	–	I	–	–	–	–	I
Coy 2-I-C (Capt/Lt) ...	–	–	I	–	I	4	4
Platoon Comdr (Lt or 2/Lt) ...	–	–	–	I*	I	4	4
Total Officers ...	2	I	2	I	3	I2	I5
CADET SENIOR UNDER OFFICERS							
Assistant Adjutant ...	I	–	–	–	–	–	I
Assistant Q. M. ...	–	I	–	–	–	–	I
CADET UNDER OFFICERS							
Platoon Comdr ...	–	–	–	I†	2	8	8
CADET WARRANT OFFICERS							
R. S. M. ...	I	–	–	–	–	–	I
R. Q. M. S ...	–	I	–	–	–	–	I
C. S. M. ...	–	–	I	–	I	4	4

* Only one Pl in each Coy will be commanded by an Officer.
† Only two Pls in each Coy will be commanded by CUOs.

	Bn HQ		Company			Total Coys	Total Bn
	HQ Sec	Adm Pl	HQ Coy	3 Pls each	Total Coy		
CADET SERGEANTS							
C. Q. M. S. ...	–	–	1	–	1	4	4
Head Clerk ...	1	–	–	–	–	–	1
Provost Sergeant ...	1	–	–	–	–	–	1
Sanitary & Water ...	–	–	–	–	–	–	–
Duties Sergeant ...	1	–	–	–	–	–	1
Platoon 2-I-C ...	–	–	–	1	3	12	12
CADET RANK & FILE							
Corporals ...	2(a)	2(b)	1(c)	3(d)	10	40	44
L/Corporals ...	2(a)	2(e)	1(f)	3(d)	10	40	44
Cadets ...	9(g)	9(h)	4(j)	52(d)	160	640	658
Total Other Ranks ...	17	16	8	60	187	748	781

C. Civilian Staff (K)

Clerk U. D.	1
Clerk L. D.	4
Laskars	8
Peons	2
Drivers	4
Sweepers	2
Total Civilians ...	21

D. Transport

UNIT VECHICLES

Trucks, 15 Cwt. 4×2 G. S.	3
Lorry, 3 Ton 4×2 G. S.	1

NOTES:—

(a) Includes 1 Provost and 1 Clerk.

(b) Includes 1 Cpl Storeman and 1 Cpl Sanitary Duties.

(c) Clerk and Storeman.

(d) Each Platoon will consist of 3 Sections, each of 1 Cpl (Sec. Comdr,) 1 L/Cpl (Sec 2-I-C) and 13 cadets. One Cpl in each Coy may be a Lance Sgt.

(e) Includes 1 L/Cpl Water Duties, and 1 L/Cpl Sanitary Duties

(f) L/Cpl in charge Kot.

(g) Includes 8 Provost Cadets and 1 Oderly.

(h) QM's general duties.

(j) Orderlies and general duties—1 per Platoon and 1 for [Coy HQ.

(k) Preferably ex-Servicemen.

Instructional Staff will be armed as follows:—

Pistols	Officers
Carbine Machine	JCOs
Rifles	Remainder

APPENDIX B

Detailed Organisation of the 2nd Madras Battalion NCC. Tiruchirappalli

Total Strength :—NCC Officers . . . . 15; NCC Cadets . . . . 781.

	'A' Coy	'B' Coy	'C' Coy	'D' Coy	Total authorised strength
Officers	4	4	4	3	15
Cadet U/Os	3	3	3	1	10 (a)
Cadet CSM	1	1	1	1	4
Cadet CQMS	1	1	1	1	4
Cadet SGTS	5	5	5	2	17 (b)
Cadet CPLS	12	12	12	8	44 (c)
Cadet L/CPL	12	12	12	8	44
Cadets	178	178	178	124	658
TOTAL ...	212	212	212	145	781

NOTES:—(a) Includes 2 S.U/Os. who will be appointed at the discretion of the CO.

(b) Includes 1 RSM, 1 RQMS, 1 Bn Cdt Head Clerk, 1 Provost SGT and 1 sanitary SGT who will be appointed at the discretion of the CO.

(c) Includes one L/SGT per Coy.

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APPENDIX C

HISTORY OF 2 MADRAS BATTALION N. C. C.

TIRUCHIRAPPALLI

Officers

1. The 2nd MADRAS BATTALION NCC came into existence in OCTOBER 1948 when the former 2nd MADRAS BATTALION UOTC ITF of which this unit formed a detachment at Tiruchi was disbanded and re-constituted as 2nd Madras Battalion N. C. C. in August 1948. The first Commanding Officer of the Unit was MAJOR K. V. S. NAYAR.

2. When MAJOR K. V. S. NAYAR was posted out of this Unit, as Officer Commander of No. 2 Circle N. C. C. Madras in August 1952, MAJOR S. PARTHASARATHY, the then senior most N. C. C. Officer took over the command of the Unit until March 1953 when MAJOR W. N. C. HENSMAN took over as the permanent O. C. of the Unit. In JULY 1953 CAPTAIN T. V. KRISHNAN of the St. Joseph's College, TIRUCHI the then senior most N. C. C. Officer was appointed Administrative Officer. On 11 JANUARY 1956, MAJOR C. C. Monappa of 4 GR took over as Officer Commanding of the Unit from MAJOR W. N. C. HENSMAN who was posted to the 18th BATTALION the MADRAS REGT. CAPTAIN T. V. KRISHNAN, ADM. Officer relinquished his appointment as A. O. on 30 JUN. 1957. LIEUT. P. P. CHINNADURAI of the Thiagarajar College MADURAI was appointed ADM OFFICER of this Unit with effect from 23 NOV. 1957. Major V. V. SUBRAMANIAN took over Command of the Bn. on 1 SEPT. '60.

Organization

Senior Division

3. At the time of the inception of the Unit, the Battalion was organised into 4 Coys. as under :

(*a*) 'A' COY. : Madras Christian College, TAMBARAM

(*b*) 'B' COY. : St. Joseph's College, TIRUCHI

(*c*) 'C' COY : National College, TIRUCHI

(*d*) 'D' COY. : Government College, KUMBAKONAM

4. In AUGUST 1952, Madras Christian College was transferred to 1st MADRAS BATTALION N. C. C. and in its place a Coy. was raised in MADURAI comprising (*a*) American College, (*b*) Madurai College and (*c*) Thiagarajar College, each having a platoon. An additional H. Q. Platoon was raised at Jamal Mohamed College TIRUCHI. This was made possible by milking the other Coys. In SEPTEMBER 1958 the Jamal Mohamed College was given an additional Platoon by taking out a Platoon from Govt. College KUMBAKONAM and the H. Q. Platoon was named as H. Q. Company.

5. This Unit was vested with the responsibility of N. C. C. expansion from 1955 onwards. During 1955, this Unit raised two Indep. Coys. one at TINNEVELLY and the other at KARAIKUDI. These two Indep. Coys. were handed over to the newly posted Officers during 1956. During 1956, arrangements were in progress for the raising of SALEM INDEP. COY., later on, this SALEM INDEP. COY. was merged with 4th MADRAS Bn. N. C. C. COIMBATORE. In 1956

another Independent Company was raised comprising of Cadets from V.H.N.S.N. College, VIRUDHUNAGAR and R. D. M. College, SIVAGANGA and was named the VIRUDHUNAGAR INDEP. COY. In 1957, two more Units were raised, one at MADURAI by the conversion of this Unit's detachment there into a 2 Coy. Battalion and the other at KUMBAKONAM by conversion of this Unit's detachment there into an Indep. Coy. These Units were named 7th MADRAS BN. N. C. C. and KUMBAKONAM INDEP. COY. N. C. C. respectively, the former catering for the American College, MADURA College and Thiagarajar College at MADURAI, and the latter for the Govt. College KUMBAKONAM and the Raja Serfoji College, TANJORE. In AUGUST 1958, 7th MADRAS BN. N. C. C. was converted into a 3 Coy. Battalion by the merger of VIRUDHUNAGAR INDEP. COY. with detachments at VIRUDHUNAGAR and UTHAMAPALAYAM and KUMBAKONAM INDEP. COY. was converted into a 2 Coy. Battalion with detachments at TANJORE, MAYAVARAM and POONDI. Regular Officers Commanding were posted to these Units in Sept. 1958. The present organization of this Unit is as under :

'A' COY. :	Jamal Mohamed College, TIRUCHI.
'B' COY :	St. Joseph's College, TIRUCHI.
'C' COY. :	National College, TIRUCHI.
'D' COY. :	H. H. The Rajah's College, PUDUKKOTTAI.

Junior Division

6. In OCT. 1952, 17 schools consisting of 30 troops were affiliated to this Battalion ; but were still administered by the L. O's Organization at MADRAS. The

L. O's Organization finally closed down in MAY 1953 and these troops of the Junior Division came completely under the administrative control of this Unit.

7. Numerous Junior Division Troops were also raised in MADURAI, TINNEVELLY, TANJORE, RAMNAD, SALEM and TRICHY Districts from 1954 and the rate of expansion was such that in 1957, this Unit had 65 Troops in all the above mentioned Districts. With the raising of the Units at TINNEVELLY, KARAIKUDI, MADURAI and KUMBAKONAM, this Unit handed over all the Junior Division Troops to the respective Units and at present this Unit has 21 troops of Junior Division in TRICHY District only.

Naval Troops

8. In the year 1954, this Unit raised and looked over after 3 troops of the Naval Wing (Jr. Div.) and the same were handed over to O. C. 9th MADRAS NAVAL UNIT N. C. C. during 1956.

Girls Division (Junior)

9. To start with, this Unit had 5 troops of the Girls Division (Jr. Wing) in 1954. The expansion of the Girls Division was also attended to side by side and this Unit had 9 troops in 1956 and 12 troops in 1957. Some of the Girls Troops have now been handed over to the Units at MADURAI and KUMBAKONAM and at present this Unit has 8 troops of the Girls Division.

Girls Division (Senior)

10. The raising of Girls Division, Senior Wing was done in the year 1957 and this Unit has the 6th MADRAS GIRLS TROOP affiliated to it with 2 Officers and 74 Cadets on strength found from the local Seethalakshmi Ramaswami College. In SEP. 1955, the first

Girls Division Annual Camp for all the Cadets in the State was organized (Sr. & Jr. Wing) and run by this Unit at the Ceylon Emigration Depot. TRICHY.

Auxiliary Cadet Corps

11. In the beginning of 1954, this Unit had 30 groups of A. C. C. raised in some of the schools in various Districts. The expansion of the A. C. C. Groups was also very rapid ; so much so, this Unit had under it 137 Groups of Boys and Girls in 1955 ; 179 during 1956 and 1957. The load came down to 108 Groups of Boys and Girls with raising of Battalions at MADURAI, and KUMBAKONAM when the A. C. C. Groups in those places were handed over to the respective Battalions.

Training

12. Training based on syllabus of the N. C. C. Directorate is regularly carried out. Annual Camps were held in places shown below :

1949 :	Kajamalai, Tiruchirappalli.
1950 :	— do —
1951 :	Andipatti House, Tiruchirappalli.
1952 :	— do —
1953 :	Kajamalai, Tiruchirappalli.
1954 :	Race Course, Madurai.
1955 :	— do —
1956 :	Ceylon Emigration Depot., Tiruchirappalli.
1957 :	— do —
1958 :	Wellesley Lines, Tiruchirappalli.
1959 :	Rajah Serfoji College, Tanjore.
1960 :	Ariyalur, Tiruchirappalli District.

13. In addition to the camps, Cadre Camps were held for selected personnel at ANDIPATTI HOUSE every year till 1952 after which camps (Combined Cadre and Social Service Camp) were held under Circle H. Qs arrangements. Details of Social Service Camps so far held are as under :—

1953 : Madras (Chetput).

1954 : Pennalurpet.

1955 : Chinnalapatti (Dindigul).

1956 : Rajanagar (Coimbatore Dist.).

1957 : Pallapatti (Madurai Dist.).

1958 : Krishnagiri (Salem Dist.).

1959 : Dharapuram (Coimbatore Dist.).

1960 : Ariyalur (Tiruchirappalli Dist.).

14. This Unit won the newly introduced attendance cup and the Lt. Col. PAUL CUP for Social Service in 1954, '55 and '56. During 1957 and 1958 also, this Unit was the winner in Social Service, Guard Mounting and Drill Competitions.

15. Sports on a Battalion basis have been held every year in the Annual Camps. In FEB. 1956, this Unit was the winner in the combined Sports Rally held at MADRAS.

16. This Unit has also detailed Cadets for participating in the Republic Day Contingent from 1954. In 1955, the best Cadet Trophy was won by one who was a Cadet in 'A' COY. of this Unit in the previous year and the Circle won the Best Circle Banner.

APPENDIX D

NATIONAL CADET CORPS—Senior Division/Rifles

APPLICATION FOR ENROLMENT

1. What is your name? (in Block Capitals)
2. What is your + father's/guardian's name and address?
3. Are you a citizen of India or a subject of Nepal?
4. What is your village, Tehsil or Taluka and District?
5. What is your Post Office?
6. What is your Railway Station?
7. What are your educational qualifications?
8. What is your age (Date of Birth)?
9. Have you ever been convicted by a criminal court, and if so in what circumstances, and what was the sentence?
10. In which college are you now studying?
11. Are you willing to be enrolled under the National Cadet Corps Act, 1948?
12. In which Unit do you desire to be enrolled?
13. Are you willing to undergo Service training as specified in the Act and the rule made thereunder?
14. Are you willing to serve in the National Cadet Corps/ Rifles until discharged as provided in the Act?
15. Have you ever previously applied for enrolment under the Act, and if so, with what result?
16. Have you been dismissed from the National Cadet Corps, the Territorial Army or the Indian Armed Forces?

Station :

Date : Signature of Applicant.

Declaration on Acceptance for Enrolment

I solemnly declare that the answers I have given to the question in this form are true and that no part of them is false, and that I am willing to fulfil the engagement made.

I .... promise that I will honestly and faithfully serve my country and abide by the Rules and Regulations of the National Cadet Corps|Rifles and that I will, to the best of my ability, attend all parades and Camps which I may be required to attend by my commanding officer.

I understand I have no service liability.

Date : *Signature.*

For Minor only

I solemnly declare that the answers given in this form are true and no part of them is false, and that my + son|ward is willing to fulfil the engagement made.

I understand my + son|ward has no service liability.

Date : *Signature of + father|guardian.*

Certified that the applicant understands and agrees to the conditions of enrolment.

(Signature of enrolling Officer)
Date of enrolment ....

For Minors only

Certified that the applicant and his + father|guardian understand and agree to the conditions of enrolment.

Date : *Signature of enrolling officer.*

To be completed by Medical Officer before Enrolment

I have examined (name) .... on .... and consider him fit|unfit for enrolment as a cadet in the National Cadet Corps|Rifles.

Date :

Signature
Designation.
Medical Officer.

+ *Delete clause or word inapplicable.*

To be used for extension of enrolment

A. I agree to extend my enrolment for one year and am willing to fulfil the engagement made.

Confirmed. *Signature* ....
Signature of Commanding Officer.

Date from which extension starts ....

B. I agree to extend my enrolment for one year and am willing to fulfil the engagement made.

Confirmed. *Signature* ....
Signature of Commanding Officer.

Date from which extension starts ....

Note : *This form will be retained in the Unit Headquarters.*

APPENDIX E

NATIONAL CADET CORPS

SENIOR/JUNIOR DIVISION

Discharge Certificate

No..........Rank......................Name..

of.......................................is hereby discharged
(Name of College/School)

from..on..
(Name of Unit) (Date)

2. The cause of discharge..
3. He has served in this Unit from.......................to.......................
(Date) (Date)
4. He has passed the following certificate examinations of the National Cadet Corps:—

....

5. He has attended the following camps:—

Type of Camp	Date of Camp		Place of Camp
	From	To	

6. Character ... ... EXEMPLARY / VERY GOOD / GOOD / FAIR / INDIFFERENT / BAD

7. OC's Remarks:—

....

....

....

....

Signature..

PLACE....................... Name in (BLOCK LETTERS)..................................

DATE....................... Unit ....

NOTE.—Reasons for not appearing for 'B' or 'C'/'A' Part I or II Certificate Examinations may be stated in para 4, where applicable.

APPENDIX F

MONTHLY PARADE RETURN NCC

Unit: 2nd MADRAS BN. NCC — Month: — Year 19

Name of School/College — Coy./Troop — Date:

Sl. No.	Division	No. of Parades held during the month	Average percentage of Attendance			Average No. attending the Parades		Remarks
			Officers	Cadets	All Personnel (Officers and Cadets)	Officers	Cadets	
1	2	3	4	5	6	7	8	9

EXPLANATORY NOTES:

(*a*) The figure given in column 6 will always be the average of columns 4 and 5.

(*b*) In columns 7 and 8 the figures given should be the average for each Division and when converted into percentage should tally with the figures given in column 6.

(*c*) The percentage attendance should be calculated on the basis of the actual strength during the month and not on the sanctioned strength.

Signature with Rank
Designation.

APPENDIX G

ORDERLY OFFICER'S REPORT

1. I performed the duties of the Orderly Officer from ———————— hrs. on ———— to ———— hrs. on ————————. I did not leave the lines during my tour of duty.

2. I attended the Guard Mounting Parade at ———————— hrs. I visited the Lines Quardter Guard at ———— hrs. by day and ———— hrs. by night. The sentries were alert and at their posts and were acquainted with their orders (OR otherwise).

3. I personally saw all unauthorised lights out at 22.15 hrs.

4. I visited :—

(*a*)	the Lines at	————	hrs.
(*b*)	the cook-house at	————	hrs.
(*c*)	the Sanitary areas at	————	hrs.
(*d*)	the bath-room at	————	hrs.
(*e*)	the Kote	————	hrs.

and found everything in order (or otherwise) N. C. Os detailed for duty were present.

5. I visited the mess at breakfast, lunch, and supper.

6. Remarks are as under:

Camp : ORDERLY OFFICER.

Dated : 19

APPENDIX H

INSTRUCTIONS FOR NCC CEREMONIAL PARADES

1. AIM

These instructions are intended to guide Unit Commanders in arranging ceremonial parades for VIPs.

2. DURATION

Normally such parades will last from 45 minutes to an hour including an address to the cadets by the VIP.

3. RECEPTION

On arrival, the VIP will be received by the Senior Officer serving with the NCC and conducted to the saluting dais.

4. PARADE

COMPLIMENTS

After the VIP has positioned himself on the saluting dais, parade will give appropriate compliments as under :—

(*a*)	President of India	— National salute.
(*b*)	Governors (within their States)	— National salute.
(*c*)	Vice President, Prime Minister, Defence Minister and Deputy Defence Minister	— General salute.
(*d*)	Officers of the rank of Maj. Gen. and above	— General salute.
(*e*)	All other VIPs.	— Present arms (salami Do).

5. REPORTING

After compliments have been paid, the parade will order arms and the Parade Commander will report to the VIP that the parade is ready for his inspection.

6. INSPECTION

The VIP will be escorted by the senior officer serving with the NCC and the Parade Commander during the inspection of the parade. The parade Commander will normally be an NCC Officer or Senior Under Officer. Two stick orderilies will precede the VIP during the inspection. Normally inspection will be carried out on foot but in the case of large parades, an inspection jeep may be arranged.

7. MARCHPAST

The parade will marchpast the saluting dais in column of route column of threes, after permission has been obtained from the VIP by the Parade Commander. After marchpast, the parade will re-form on the inspection line in their original position.

8. ADVANCE IN REVIEW ORDER

Only if the parade is adequately practised will it carry out 'Advance in review order', otherwise it will remain on the inspection line. At this stage, NCC activities, as indicated in para 15 (a) (ii) may be carried out. Whilst this is in progress, the parade may be allowed to sitdown, after obtaining permission from the VIP.

9. CLOSING IN FRONT OF THE DAIS

The parade will be ordered to close in front of the dais by the Parade Commander, if the VIP so desires. Platoons will be marched independently to the dais by their own Commanders. This should be carried out in an orderly manner. The platoons will sit down in front of the dais in the following order :—

(*a*) Junior Division girls and ACC boys 1st year.

(*b*) Senior Division girls.

(*c*) Junior Division boys.

(*d*) ACC boys 2nd and 3rd years.

(*e*) Senior division boys.

10. THREE 'JAIS'

The VIP will be applauded after he has finished his speech. The Parade Commander will then call three 'Jais' for the VIP. The Parade will be called to 'Savdhan' while sitting and they will remain seated till the VIP has departed. After the departure of the VIP, the parade will march back independently to the inspection line, from where it will be dismissed by the Parade Commander after permission of the Senior Officer present.

11. INTRODUCTION OF OFFICERS

The officers will be introduced to the VIP before departure. Officers of the Services on the permanent instructional staff will fall in on the right of the NCC officers or in thet front rank, in the case of there being more than one rank of officers to be introduced. The senior officer will call all the other officers to 'Savdhan' and he alone will salute. Other officers will salute when they are introduced to the VIP. After the introduction is over, the officer will salute again, turn to his right and fall out independently.

12. CARRYING OF ARMS

Only Senior Division cadets will parade with rifles. Girls of the Senior Division will parade without rifles. Before the Senior Division cadets close at the dais, rifles may be grounded on the inspection line and 2 sentries posted by platoons to guard the weapons.

13. WORDS OF COMMAND

Hindi words of command will be used, as given at Appendix 'A'

14. AUTOGRAPHS

The VIP will not be held up to give autographs after the parade.

15. ACTION BY UNIT COMMANDER

On receipt of information that a VIP is visiting a particular unit, the unit Commander will take action as under :—

(*a*) Chalk out a programme on the following lines :—

(*i*) Ceremonial parade (to include ACC and Girls cadets) —Up to 30 minutes.

(*ii*) NCC|ACC activities e.g. aeromodelling Mass PT by ACC, Crew Drill, Gun Drill, Stretcher Drill, Signalling and so on —10-15 minutes.

(*iii*) Address by the VIP —10-15 minutes.

(*iv*) Tea may be arranged whilst NCC activities are going on, as in (*ii*) above, to save time.

(*b*) Unit Commander will see the rehearsals of the parade to ensure that a satisfactory standard has been reached.

(c) Invitations should be issued after the date and time of the arrival of the VIP have been confirmed. As large a gathering as possible should be arranged befitting the occasion.

(d) Liaise with local military units and police for security arrangements.

(*e*) Obtain the services of bands from the Army|Police, wherever possible, for the parade.

(*f*) On conclusion of the parade, submit a report to this Headquarters giving information regarding the general standard of the parade, remarks by the VIP and any other points of interest.

16. DETAILS OF THE FUNCTION

Details of the function will be submitted to this Headquarters within two days of receipt of the information regarding VIP's visit under the following headings :—

(*a*) Name of the Parade Commander.

(*b*) Number of cadets participating, by Divisions.

(*c*) Parade programme as per para 15 (a). This will also be sent by signal in advance

(*d*) A brief on the NCC Organisation in the State in general and the town concerned in particular. This should not cover more than half a page.

(*e*) Number of guests expected.

17. CONCLUSION

Ceremonial parades in the NCC will generally follow the pattern of such parades in the Services. Unit Commanders should practice ceremonial parades as often as possible. In case of any doubt regarding the procedure, not laid down in these instructions, relevant Army Orders on the subject will be consulted for guidance.

NCC CEREMONIAL PARADES WORDS OF COMMAND

The Hindi words of Command are given below in requisite sequence for the parade.

(*a*) Before the VIP alights from the car

(i) PARADE SAVDHAN.

(*ii*) PARADE KANDHE SHAST(R) (Only if Senior Division cadets are parading with rifles).

(*b*) After the VIP has come to the dais and is ready to take the salute.

(*i*) PARADE GENERAL SILOOT DEGI, GENERAL SILOOT SALAMI DO

or

PARADE RASHITRIYA SILOOT DEGI, RASHTRIYA SILOOT SALAMI DO.

(Whichever is applicable under para 4 of the Instructions).

(*ii*) PARADE BAZU SHAST(R).

(*iii*) The Parade Commander marches up smartly to the saluting dais and reports to the VIP :—
SHRIMAN PARADE AP KE NIRIKSHAN KELIE HAZIR HAI.

(*c*) After the VIP's permission has been obtained to let the parade Stand at Ease and prior to commencement of inspection :—

NUMBER .... PLATOON KHARA RAHE BAQI VISHRAM.

(NUMBER .... PLATOON implies the unit on the extreme right of the parade).

(*d*) After the inspection is finished and the VIP has returned to the saluting dais, the following words of command will be given for the marchpast :—

(*i*) PARADE NIKAT LINE CHAL.

(*ii*) PARADE KANDHE SHAST(R).

(*iii*) PARADE KUCH KALAM MEN KANCH SE GUZREGI.

(*iv*) PARADE TIN-O-TIN KALAM MEN DAHINE MUR.

(*e*) Words of command by respective Platoon Commanders in their own turn for the march :—

NUMBER .... PLATOON BAEN SE TEZ CHAL.

(f) At the first flag (6 paces short of the saluting dais) each Platoon Commander will give the following words of command :—

PLATOON DAHINE DEKH.

(g) After the platoon has gone past the saluting dais (Indicated by the next flag) :—

PLATOON SAMNE DEKH.

(h) When the parade returns to the inspection line, each platoon will be turned to face the saluting dais under orders of the respective Platoon Commanders as follows :—

(i) NUMBER .... PLATOON AGE BARHE GA BAEN MUR.

(ii) BAZU SHAST(R) (In case the parade is carrying rifles). The parade will then remain at SAVDHAN.

(iii) The entire parade will be made to stand-at-ease by the Parade Commander.
PARADE VISHRAM.

(j) In case the parade is to Advance in review order, the following words of command will be given by the Parade Commander :—

(i) PARADE SAVDHAN.

(ii) PARADE MADHYA SE SAJ.

(iii) PARADE SAMNE DEKH.

(iv) PARADE KANDHE SHAST(R).

(v) PARADE NIRIKSHAN KO MADHYA SE TEZ CHAL.

(k) The parade will automatically halt after taking 15 spaces. The halt must coincide with stopping of music, if the band is in attendance.

(l) Compliments will then be paid again according to the status of the VIP, as indicated in para 4 of the Instructions.

(m) At this stage, the VIP may like to make a speech and the parade may be asked to stand-at-ease.

(n) In case the parade is not required to (Advance in review Order) the Parade Commander will give the following words of command when the entire parade has reached the inspection line and has been turned to the front :—

PARADE VISHRAM.

(o) The Parade Commander shall then await further instructions regarding bringing the parade forward or seating them on the ground. If the parade is required to be brought forward instructions as given in para 9 will be followed.

GUARD MOUNTING

There are two forms of Guards, the purpose and functions of which are quite different.

(*a*) CEREMONIAL GUARDS: These will be mounted for one of the following purposes:—

(*i*) To exercise soldiers in ceremonial drill, and to instil in them the highest standard of smartness, cleanliness, discipline and arms drill.

(*ii*) To pay compliments to high ranking officers, or other distinguished visitors between Reveille and Retreat.

Ceremonial Guard will be mounted only between Reveille and Retreat. It will not be given any form of protective task other than the security of its own arms and equipment.

A Ceremonial Guard is to be considered at all times the symbol of the Pride and efficiency of the Unit. Its drill, smartness and turn out will be of the highest standard.

When turned the Guard should always fall in at ATTENTION.

(*b*) TACTICAL GUARDS: A tactical Guard will be suitably disposed tactically to carry out its task.

Guard Mounting

1. "GET ON PARADE"

On the above command by Orderly NCO, the Guard will come to attention, step off, and fall in open order, 12 paces away from Orderly NCO and stand at ease, from the right. Guards of strength over 9 will fall in 3 ranks. Guards of 5-9 in 2 and Guard of less than 5 in 1 rank.

The senior NCO will be on the right and the junior on the left of the front rank. The orderly NCO will be 12 paces away from the front rank. The orderly officer will be 6 paces behind the orderly NCO.

2. "GUARD—ATTENTION" (Command by Orderly NCO) Guard will act as ordered.

3. RIGHT DRESS—(Command by Orderly NCO)

The right hand man of the Guard will stand still. The Senior NCO will turn to his right, march out 5 paces, halt, turn about and dress each rank in turn. He will give the command "Eyes Front" and return to his original post.

The orderly NCO will turn about salute the orderly officer and report—"Guard present, ready for inspection, Sir." Salute again, turn about and follow the officer round for inspection.

After the inspection the officer and orderly NCO will return to their position in front of the Guard.

4. " FOR INSPECTION — EXAMINE ARMS " (Command by Orderly Officer).

5. CO's STICK ORDERLY

The orderly officer having inspected the Guard selects the best turn out and the smartest man in the Guard as the CO's Stick Orderly and orders " No — front|rear rank CO's stick orderly, fall out ". On this the CO's stick orderly takes a step forward if in the front rank and or a step backward if in the rear rank. Slopes arms, salutes and places himself 6 paces on the right of the Guard.

The Orderly NCO salutes the Orderly Officer and places himself on the right of the CO's Stick Orderly.

6. " GUARD STAND AT EASE — GUARD ATTENTION "

7. " CLOSE ORDER MARCH "

8. " SLOPE ARMS "

9. " MOVE TO THE RIGHT|LEFT IN THREES, RIGHT|LEFT TURN "

Command by Orderly Officer. Guards act as ordered.

The senior NCO will place himself on the Right of the rear file and the junior NCO on the directing flank.

10. " BY THE RIGHT (LEFT) QUICK MARCH " (Command by Orderly Officer).

Guard will step off. The senior NCO will give the Command " Eyes Right " and himself salute. After six paces the Command " Eyes Front " will be given and the Guard continue to the Guard Room.

11. POSTING AND RELIEVING SENTRIES : The new sentry places himself on the left of the old sentry, halt, turn about without any word of command. The NCO will read and explain orders to the new sentry. When this is done the NCO will place himself 3 paces in front of both sentries and give the word of command " Sentries Pass ". The old sentry will immediately step off and march in the direction of the relief. The new sentry takes two paces to the right. As the old sentry steps off, the NCO should turn about and pick up the step and march in the direction of the relief with the old sentry. On reaching the relief the NCO will give the word of command " Halt ". Both the NCO and old sentry will act on that word of command. After a short pause the NCO will give the word of command " Relief by the-Right Quick March ".

Sentries when moving on their beat will carry rifles at the slope. On arrival at the end of their beat they will turn about outwards without halting. When halted they will face their front and stand properly at stant at ease. All sentries will be relieved by the NCO.

12. Guards will also turn out to officers on duty (i.e. Adjts., JCOs. of the day, Officers of the week or Garrison officers) when ordered by such officers.

TURNING OUT OF A CEREMONIAL GUARD FOR INSPECTION

(*a*) (*i*) When the sentry sees the inspecting officer or personage actually approaching the quarter guard or if so ordered by an officer|JCO duly authorised to turn out the guard, the sentry will come to attention and shout 'Guard turn out'.

(*ii*) All personnel NOT on sentry duty will move at the double and fall-in in open order with the rifle at the slope (Rifle Regts 'order arms'), automatic weapons hung on the right shoulder, revolvers in holsters. The sentry on the Treasure Chest will NOT 'fall in' with the guard. Bayonets will NOT be fixed except for the sentries.

(*iii*) The Guard Commander, if an NCO and the Guard Second-in-Command will stand on the right and left of the front rank respectively and will NOT be covered off. If an officer or JCO, he will take his place 3 paces in front of the guard. The bugler|trumpeter will be 2 paces on the right of the senior NCO.

(*b*) When the inspecting officer|personage|JCO has taken post in front of the guard, the guard will give the appropriate salute on orders from the guard commander. For those who are entitled to, the bugle|trumpet will sound the appropriate salute.

When the inspecting officer is so entitled, the command 'present arms' will be given after the guard has fallen in, followed by the command, 'slope arms' and 'order arms' before the guard is reported to the inspecting officer.

When the inspecting officer|personage is taking the salute all others who may be accompanying him will stand to attention behind him.

(*c*) After the guard has been brought to the 'order arms' the guard Commander will report, 'Guard ready for inspection' to the inspection officer|personage|JCO. No other form of report will be used.

(*d*) After receiving the report from the guard commander the inspecting officer|personage|JCO will go forward to inspect the guard. The guard commander will slope|arms (Rifle Regts shoulder arms), take a step forward, turn to the left and accompany the inspecting officer. All other personnel of the party other than the inspecting officer personage|JCO and the guard commander will remain at 'attention' wherever they may be till the inspection has been completed and the guard dismissed. When the inspection is completed the guard commander will resume his original position, i.e. right of the front rank or three paces in front of the centre of the guard.

(*e*) Having received instructions to 'turn in the guard' the commander will give the order "Guard slope|shoulder arms" "sentries stand fast"—"Remainder dismiss". All personnel of the guard except the sentries will turn to their right, salute and then move off at quick time.

(*f*) Having dismissed the guard, the guard commander will turn towards the inspecting officer|personage|JCO and salute. He will then accompany the inspecting officer|personage|JCO on an inspection of the Guard room. Other personnel who may have accompanied the inspecting officer|personage|JCO may now accompany him during the inspection ....

GUARD OF HONOUR

1. Guards of Honour should be provided with the prior concurrence of the Commander, NCC Circle concerned.

2. SENIOR DIVISION units may provide Guards of Honour only to the following :—

(*a*) The President.

(*b*) The Prime Minister.

(*c*) The Governor of the State.

(*d*) The Vice President (during N.C.C. functions to which he may be officially invited).

(*e*) The Lt. Governor of the State.

(*f*) The Defence Minister|Minister for Defence Organisation| Deputy Defence Ministers.

(*g*) The Chief Minister of the State.

(*h*) The General Officer-Commanding-in-Chief of the command in which the unit is located (Army Wing units only).

(*i*) The Chief of Army|Navy|Air Staff and Commander-in-chief of the Army|Indian Navy|Indian Air Force.

(*j*) The Flag Officer (Flotilla). Indian Fleet (Naval Wing units only).

(*k*) The Deputy Commander-in-chief of the Indian Navy|Indian Air Force (Naval and Air Wing units only respectively).

(*l*) The Commodore-in-charge, I. N., at Bombay and Cochin within their jurisdiction (Naval Wing units only).

(*m*) The Air Officers Commanding, Commands, within their Commands (Air Wing units only).

(*n*) The dignitary addressing the Convocation of a university.

Note :— *The President and the Governors (within their jurisdiction) only will receive the " National Salute " on ceremonial occasions ; all others will receive a " General Salute ".*

3. JUNIOR DIVISION units may provide Guards of Honour to the personages enumerated in paragraph 2 above and, in addition, to the following :—

(*a*) The Minister of Education of the State.

(*b*) The General Officer Commanding the Area and the Commander of the Sub-Area within whose jurisdiction the unit is located.

4. STRENGTH : One Senior most NCC Officer, 4 Officers|U|Os, 4 NCOs and

(*a*) 150 rank and file for the President. (*b*) 100 rank and file for the Prime Minister. (*c*) 50 rank and file for all others.

5. The strength of the Guards of Honour may be reduced if it is not practical to provide the strength specified in paragraph 4 and 6 below. This may be done by the Officer Commanding. Senior Division unit, in consultation with the Commander, NCC Circle, within whose jurisdiction the unit is located.

6. The Guard of Honour will be accompanied by a band if available. The Guard will be formed into equal divisions, in 3 ranks, each of 16 or 8 cadets as the case may be. The guard will be dressed at intervals of 24 inches. The distance between the two divisions will be 3 paces.

7. The Guard of Honour will be sized and equalized as for a company. Where possible it will be formed up facing the direction from which the personage on whom it is mounted will approach. The band will be in the rear of the centre of the guard if space permits, otherwise they will be on the flank.

8. (*a*) Comd. 4 paces in front of the centre, the next senior officer|Under Officer 3 paces in front of the 2nd file front the right the junior officer|Under Officer, 3 paces in front of the 2nd file from the left.

(*b*) NCOs: The senior will be right guide of the 1st division and next junior left guide of the 2nd division. The third senior will be right guide of the second division and the junior left guide of the first division.

9. After paying the appropriate compliment (i.e. National Salute| General Salute) to the personage for whom it is mounted, the Guard remains at order arms. After the Guard has come to the 'Order Arms' the Guard Commander will come forward and report to the Inspecting Officer.

10. When the Guard is being inspected, it will stand at the order and the Commander will accompany the personage on whom it is mounted,walking next to him, on the farther side from the rank being inspected, around the ranks.

11. The Guard of Honour will NOT March Past.

12. After completion of the inspection, the personage will return to the saluting base. The Guard Commander will take his post in front of the guard of honour. The appropriate compliment (i.e. National Salute|General Salute) will again be paid to the personage.

13. A. D. C. of the personage on whom the Guard is mounted (civil or military) and the A. D. C. of any military officer accompanying such personage WILL precede the Inspecting Officer and will halt and wait at the end of each rank for the Inspecting officer in case he halts to talk to the cadets.

14. When such personage on whom a Guard of honour is mounted is a member of the Armed Forces, the senior military officer present to receive him will guide such personage direct to the Guard of Honour before any introductions are made to any of the assembled officials and non-officials.

15. Guard of Honour will NOT fall in too early. They should only fall in about 10 minutes before the inspecting Officer's arrival. The Guard will NOT face the sun.

THE NCC RIFLES

OF LATE there has been a considerable demand in the country for military training being given to as many students as possible and resolutions have been tabled both in the Lok Sabha and the Rajya Sabha recommending compulsory training to college students; similar resolutions have been moved in some of the State Legislatures also.

2. The impetus in this connection thus created by public opinion resulted in this problem receiving mature thought and examination by the Ministry of Defence for some time past, and as a result, a scheme has now been evolved for giving military training to students on a large scale and on more economical lines than is at present to the normal units of the NCC.

3. The salient points of the scheme are given below :—

(*a*) New Units are to be raised called "THE NCC RIFLES".

(*b*) The scheme envisages only infantry units which are the cheapest NCC Units and provide the desired military training.

(*c*) The syllabus for training will be the same as for Senior Division NCC.

(*d*) The scheme is open to boys and girls above the ages of 15-16 years.

(*e*) Enrolment of students is on a voluntary basis.

(*f*) Training undergone by students in the NCC Rifles will not involve any military liability.

(*g*) The aims of the NCC Rifles are

(*i*) To develope character, comradeship, the ideal of service, and capacity for leadership in young men and women ;

(*ii*) To provide service training to young men and women so as to stimulate interest in the defence of the country ;

(*iii*) To build up a reserve of potential officers to enable the Armed Forces to expand rapidly in a national emergency.

(*h*) The detailed organisation of a Rifle Company is given below :—

Company Headquarters

1.	Company Commander	1	NCC Officer (College/School Teacher)
2.	Cadet Senior Under Officer	1	Student
3.	Cadet Coy Sergeant Major	1	„
4.	Cadet Coy Quartermaster Sgt	1	„
5.	Cadet Police Sergeant	1	„
6.	Cadet Kote Sergeant	1	„

		No. 1 Platoon	No. 2 Platoon	No. 3 Platoon
1.	Cadet Under-Officer (Student)	1	1	1
2.	Cadet Sergeant (Student)	1	1	1
3.	Cadet Corporals (Student)	3	3	3
4.	Cadet Lance Corporals (Students)	6	6	6
5.	Cadets (Students)	54	54	54
	Total All Ranks (Cadets) ...			200

(*i*) Students so enrolled in the NCC Rifles will be provided with free clothing and equipment to scales laid down by the Ministry of Defence.

(*j*) Every student who enrols in the NCC Rifles will be required to serve the NCC Rifles for a period of 3 years. Each training year coincides with the academic year.

(*k*) Enrolment is open to students of High Schools and Colleges falling within the above group and who will be able to complete 3 years service in the NCC Rifles. To begin with it is advisable to start NCC Rifles in Schools|Colleges where NCC exists at present.

(*l*) As is the case with the NCC, service training in the NCC Rifles will not interrupt the normal studies of students enrolled.

(*m*) Cadets of High Schools serving in their School Auxiliary Cadet Corps Groups may also be absorbed into the NCC Rifles provided the conditions in para (*k*) above can be fulfilled.

(*n*) A company strength of 200 Cadets of the NCC Rifles will be allotted to one High School|College. A company will not be split between two or more High Schools|Colleges.

(*o*) Students desirous of enrolling in the NCC Rifles must be

(*i*) Citizens of India, or subjects of Nepal, or bona fide residents of Pondicherry.

(*ii*) Should bear a good character.

(*iii*) Should fulfil such standards of physical fitness as are prescribed from time to time by the Ministry of Defence.

(p) Training for boys will consist of: Drill with and without arms, weapon training, field craft, map reading, patrolling, section and platoon leading, aid to civil power, first aid, fire fighting, and rescue work. For girls: Physical training, squad drill, signalling, sanitation and hygiene, first aid, and home nursing.

(q) Cadets will be required to do one training Camp of 14 days duration in the second year of their training. Cadets will be eligible to sit for the "B|G-I" and "C|G-II" certificates during their second or third year of training in the NCC Rifles.

(r) NCC Rifles Units will be provided with Regular Army Instructional Staff to assist in training Cadets.

4. NCC Officers to Command NCC Rifles will, as far as possible, be selected from amongst the existing NCC Officers at High Schools|Colleges in the ranks of Lieutenants|Captains. Selected NCC Officers will be paid Pay and Allowances according to existing orders. They will also receive a special allowance of Rs. 75|- per mensem. Those teachers not serving as NCC Officers in High Schools|Colleges, and who may be selected from time to time, will be sent to Kamptee for a 3 months Pre-Commission course. Their allowances during this period will be the same as for Senior Division NCC Officer Cadets. They will be required to do refresher training of one month every three years in the NCC Officers Training School. NCC Officers to be selected to Command NCC Rifles should be really keen about NCC, have

the required standard of Training, and the ability to teach others. It may be necessary and therefore possible for such NCC Officers selected to be transferred from their present Schools|Colleges to Schools|Colleges where NCC Rifles may be started.

5. It is essential that every educational institution that raises NCC Rifles should provide the following :—

(*a*) One Kote for D. P. Rifles for 50% strength.

(*b*) A big room with trestles for stores.

(*c*) Three rooms to serve as offices.

(*d*) The services of a sweeper for about an hour a day to keep the above accommodation swept and clean.

These are necessary because NCC Rifles have not been provided with transport or class IV servants and they would not, therefore, be able to draw and deposit their arms and clothing from premises outside the compound of their institution.

APPENDIX I

OFFICERS TRAINING UNITS (NCC)
Abbreviated as OTUs (NCC)

OTUs (NCC) have been started with the specific aim of training NCC cadets who would make the Armed Forces their career. 15% vacancies offered by Military College, Dehra Dun, will be reserved for candidates from OTUs against 10% at present reserved for NCC entry.

2. Cadets volunteering to join OTUs will be required to join the Army, the Navy, the Air Force, the Territorial Army or the Reserve of Officers. Cadets who get selected for the IAS, IPS or the IFS will have NO service liability. If a cadet fails to fulfil his obligation of joining the Defence Services when called upon to do so, he will be liable to refund the cost of training to the Govt. of India.

3. *Conditions of Enrolment* :—

(*a*) AGE : Cadets must be between 16 and 19.

(*b*) NCC Service : The applicant should have had 2 years in the Junior Division NCC and possess Certificate A—1 and A—2 or he should have had one year's service in the Senior Division NCC.

(*c*) Academic Qualification : He should continue 3 years in the college prior to his final degree examination in order to complete 3 years service in the OTU.

(*d*) He must be unmarried while a member of OTU.

(*e*) The applicant's parent/guardian will give an undertaking that the cadet will join the Armed Forces when called upon to do so.

(*f*) If an OTU cadet migrates from one place to another, he may join the OTU in the new place if one is located there.

4. There will be a preliminary selection of the volunteers. The selected cadets will then appear before the Services Selection Board and will travel at Govt. expense. Candidates placed in acceptable grades will then appear before the Military Medical Board.

5. Training : The OTU trg. will be more advanced, intensive and progressive than NCC trg. (Senior) as it is designed to cater first and second term trg. at the Military College. Training will be based on 24 weeks each of 8 forty-minute periods during college session plus the annual 6 week summer trg. camps.

6. Cadets will be required to pass 'B', 'C' and 'D' certificates at the end of the first, second and third years training respectively.

7. Commission : Cadets who have completed the OTU trg. will be selected for admission into Military College where they will receive one year trg. on the sucessful completion of which they will be commissioned into the Armed Services or the Reserve of potential officers.

APPENDIX J

REVISED TRAINING SYLLABUS — SENIOR DIVISION ARMY WING

1. Since most of the universities have introduced three year Degree Course, it has become necessary to revise the present allotment of training periods in respect of Certificate 'B' and 'C' Examinations for the Senior Division NCC.

2. The revised allotment of periods is based on three year Degree Courses working on 120 periods per year. 50% of the total number of periods available have been allotted to General Subjects which are applicable to all Arms|Corps and the remaining 50% to Technical Subjects for each Arms|Corps as per following appendices :—

(a) General Subjects applicable to all Arms/Corps

Sl. No.	SUBJECT	Revised Allotment of periods — Certificate 'B'	Revised Allotment of periods — Certificate 'C'
1.	Essentials of Citizenship ...	3	2
2.	Squad Drill ...	20	25
3.	Drill with Arms ...	10	20
4.	Weapon Training & Field Craft ...	10	30
5.	Map Reading ...	5	5
6.	Hygiene & Sanitation ...	–	5
7.	Message Writing ...	2	5
8.	Public Speaking ...	–	5
9.	History of the Corps ...	5	–
10.	Organisation ...	3	5
11.	First Aid ...	2	3
12.	Route Marches ...	–	15
	TOTAL ...	60	120

(*b*) Technical Subjects—Infantry

Sl. No.	SUBJECT	Revised Allotment of Periods	
		Certificate 'B'	Certificate 'C'
1.	Weapon Training ...	10	25
2.	Field Craft ...	15	25
3.	Section Leading ...	20	–
4.	Platoon Leading ...	–	30
5.	Map Reading ...	–	15
6.	Patrolling ...	15	25
	TOTAL ...	60	120

APPENDIX K

BLOCK TRAINING SYLLABUS, NCC RIFLES

Boys Division

Total Number of periods		During Academic Session	During Camp (14 days)	Total
1st Year	...	120	—	120
2nd Year	...	120	122	232
3rd Year	...	120	—	120
			TOTAL	472

Duration of each period	...	...	40 Minutes
Training period per week	...	...	6 Periods
Training period per day (during camp period)	...	...	8 Periods

Block Programme

Sl. No.	SUBJECT		1st year	2nd year	Camp in 2nd year (14 days)	3rd year	Total
1.	Physical Training	...	—	—	14	—	14
	DRILL						
2.	Drill without Arms/Cane Drill	...	30	—	—	—	30
3.	Drill with Arms	...	15	15	10	9	49
4.	Squad Drill	...	—	7	5	3	15
5.	Pl/Coy Drill	...	—	6	3	12	21
	TOTAL	...	45	28	32	24	129
	WEAPON TRAINING						
6.	Rifle	...	20	12	—	10	42
7.	Bayonet	...	5	5	—	5	15
8.	LMG	...	10	12	—	13	35
9.	Sten Machine Carbine	...	—	—	—	6	6
10.	2" Mortar	...	—	—	—	10	10
	TOTAL	...	35	29	—	44	108

11.	Individual Field Craft ...	10	10	—	—	20
12.	Map Reading ...	5	5	5	5	20
13.	Section Battle Drill Trg ...	10	—	20	—	30
14.	Platoon Battle Drill Trg ...	—	10	25	15	50
15.	Patrolling ...	—	10	17	10	37
16.	Hygiene and Sanitation ...	—	5	2	—	7
17.	Message Writing ...	—	—	—	7	7
18.	History of the Corps ..	3	—	—	—	3
19.	Organisation of Sub Units of Inf Bns ...	2	3	—	—	5
20.	First Aid ...	10	5	3	—	18
21.	Fire Fighting ...	—	5	2	5	12
22.	Rescue Work ...	—	5	2	5	12
23.	Aid to Civil Power ...	—	5	2	5	12
	TOTAL ...	120	120		120	472

Girls Division

Total Number of periods		During Academic Session	During Camp (14 days)	Total
1st Year	...	120	—	120
2nd Year	...	120	112	232
3rd Year	...	120	—	120
			TOTAL	472

Duration of each period ... ... 40 Minutes
Training period per week ... ... 6 Periods
Training period per during Camp ... 8 Periods

Block Programme

Sl. No.	SUBJECT	1st year	2nd year	Camp in 2nd year	3rd year	Total
1.	Physical Education ...	20	20	10	20	70
2.	Drill ...	25	25	20	27	97
3.	Map Reading ...	7	7	5	6	25
4.	Signal Training ...	28	28	25	29	110
5.	Hygiene Sanitation First Aid & Home Nursing ...	27	27	40	26	120
6.	Weapon Training ...	13	13	12	12	50
	GRAND TOTAL ...	120	120	112	120	472

APPENDIX L

NCC JUNIOR DIVISION (ARMY WING) TRAINING SYLLABUS

1. PERIOD OF TRAINING

This training syllabus of the Junior Division is based on 6½ training months in the year consisting of 4 weeks each and 6 periods per week. This yields a total of 156 training periods per academic year.

2. OBJECT

The normal tenure of service of Junior Division cadets is two years but cadets are permitted to extend their service by one more year. This syllabus has been designed so that a cadet can appear for his Certificate 'A' Part I examination at the end of the second year of training. Special provision has been made for the training of the third year cadets. Training in the third year has been designed to keep the cadet interested and to give him opportunities of carrying out more instructional practices. In most cases, the same number out out more instructional practices. In most cases, the same number of periods has been allotted for various subjects in the third year as has been done in the second year. This is to enable the third year cadets to be used as instructors and for demonstration squads. Emphasis should be laid in the third year on the development of instructional abilities and powers of leadership. It is not the intention that cadets in the first year should be given any instructional practice. Their training should be confined to teaching basic subjects.

Sl. No.	SUBJECT	1st year	2nd year	3rd year	Total
1.	Squard Drill	34	10	10	54
2.	Cane Drill	12	—	—	12
3.	Arms Drill	22	13	15	50
4.	Weapon Training	11	39	42	92
5.	Observation Training	8	4	—	12
6.	Field craft Training	22	22	27	71
7.	Section Leading	—	14	25	39
8.	March Discipline Training	3	10	7	20
9.	Message	3	3	—	6
10.	Map Reading	15	16	10	41
11.	First Aid, Sanitation and Hygiene	10	8	6	24
12.	Citizenship Training	9	8	7	23
13.	Public Speaking	6	5	—	11
14.	Spare	1	9	7	17
	TOTAL	156	156	156	468

APPENDIX M

NCC GIRLS DIVISION

Senior Wing:

The Girl Cadets will be trained in the subjects given in para 2 with the object of qualifying for Certificate G Part I and II Tests,

Syllabus:

2 **GI Basic Knowledge**

(a) Physical Training
(b) Squad Drill
(c) Training in Citizenship?
(d) Elementary Weapon Training
(e) **Signal Training:**
  i. Sending and receiving messages in Morse Code
(f) **Telephones and Exchanges:**
  Working knowledge of operrating
  Service Telephones and Exchanges
(g) Wireless Training:
  R/T Procedure
(h) Map Reading
  i. General Knowledge of sanitation and Hygiene
  ii. Prevention of infectious diseases
  iii. Personal Hygiene
  iv. Outline of principles of First Aid
  v. Elementary knowledge of Anatomy
  vi. Circulation of blood
  vii. Fractures and their treatment
  viii. Splint and other appliances
  ix. Wounds, Haemorrahage and Shooks
  x. Bandaging
  xi. Preparation of Sick Room
  xii. Bed Making
(j) **Discussion and Talks**
  (Not on political subjects)

GII Advanced Knowledge

(a) Physical Training
(b) Squad Drill
(c) Training in Citizenship
(d) Elementary Weapon Training
(e) **Signal Training:**
  i. Sending and receiving message in Morse Code
(f) **Telephones and Exchanges:**
  Working and operating telephones and Exchanges
(g) Telephones and Exchanges/ Wireless Training:
  R/T Procedure
(h) Sanitation, Hygiene, First Aid and Home Nursing
  i. Revision of lessons in Sanitation and Hygiene
  ii. Revisions of lessons in First Aid
  iii. Artificial respiration and stretcher drill
  iv. Preparation of sick rooms
  v. Bed bath, feeding and changing sheets of a patient
  vi. Bed Making
  vii. Observation of the sick and daily nursing Routine
  viii. Diet and preparation of diet
  ix. Infection and disinfection and specific infectious diseases
  x. Methods of treatment and symptoms of special diseases and their nursing.
  xi. Elementary surgical nursing
(i) **Discussion and Talks**
  (Not on political subjects)
(j) Pistol Shooting

NOTES :—

(*i*) 20 periods have been allotted for F. T. These periods will be excluded from the programme if the college holds morning P. T. regularly. These 20 periods will then be utilised for revision and for a subject in which the girl cadets are found weak.

(*ii*) Swimming may be taught to the Girl Cadets where facilities exist for such training. For this no periods have been set aside. But as most of the Institutions now have compulsory P. T. in their college activities, the periods allotted for P T. could be utilised for swimming. The training in swimming will be voluntary and the Girl Cadets must get prior permission form their parents|Guardians.

(*iii*) Field days will also be held once a month to give the girl Cadets opportunity to do outdoor training. Social Service activities can be included in the field days and the girl cadets should be taken out to nearby villages. These field days could be adjusted against the visits to Hospitals and places of interest and should be arranged on Sundays or other holidays.

(*iv*) Visits to service establishments and factories should also be arranged on sundays or other holidays.

(*v*) The standard to be achieved by the Girl Cadets in Sanitation, Hygiene, First Aid and Home Nursing should be equivalent to Indian Red Cross Senior Certificate in these subjects.

NCC Girls Division (Junior Wing)

Sl. No.	SUBJECT	Ist year (basic)	2nd year (advance)	3rd year	Total	Remarks
1.	Physical Training ...	20	20	20	60	
2.	Squad Drill ...	40	30	22	92	
3.	Weapon Training ...	10	22	20	52	
4.	Observation Training ...	7	5	2	14	Junior
5.	Field Craft Training ...	9	8	8	25	Red
6.	March Discipline Training ...	3	5	5	13	Cross
7.	Message writing & sending ...	6	5	7	18	Certi-
8.	Map Reading ...	10	10	10	30	ficate
9.	Sanitation, Hygiene, First Aid & Home Nursing ...	21	22	37	80	Standard.
10.	Citizenship Training. ...	6	5	—	11	
11.	Public Speaking ...	6	6	8	20	
12.	Field Day ...	12	12	12	36	
13.	Spare ...	6	6	5	17	
	TOTAL ...	156	156	156	468	

NOTES :—

(*a*) Duration of each period is 40 minutes.

(*b*) The periods allotted for P. T. will be excluded from the training programme if the School holds regular morning P. T. These periods will then bc utilised for revision and for making up in the subjects girl cadets are found weak.

(*c*) Where facilities exist, swimming may be taught to the girl cadets. This will entirely be on voluntary basis and the girl cadets will produce "No objection" certificate from their parents|guardians.

(d) Exercises in the field craft training will be as simple as possible.

(*e*) The standard to be achieved by the girl cadets in Sanitation, Hygiene, First Aid and Home Nursing will be equivalent to that of the Junior Certificate cf the Indian Red Cross.

(*f*) Field days will be held during the training year to creat interest and to teach the value of Social Service in national life. Periods have been allotted for field days in the syllabus. Social Service work may be organised in the from of cleaning school buildings|compounds and also taking care of children in Kindergarden classes in their respective schools.

(*g*) Visits to places of interest shall also be arranged on Sundays and other holidays.

(*h*) The spare periods are to be adjusted against any undeclared holidays.

APPENDIX N

NATIONAL CADET CORPS GIRLS DIVI

Application for Enrolment

1.	What is your Name? (in Block Capitals)	1.	....
2.	What is your father's/guardians/husband's name and address?	2.	(*a*) Name.................. (*b*) Address..............
3.	Are you a citizen of India or a subject of Nepal?	3.	....
4.	What are your educational qualifications?	4.	....
5.	What is your date of birth?	5.	....
6.	Are you willing to be enrolled under the National Cadet Corps Act, 1948?	6.	....
7.	Are you willing to undergo training as specified in the Act and the rules made thereunder?	7.	....
8.	Are you willing to serve in the Girls Division of the National Cadet Corps until discharged as provided in the Act?	8.	....
9.	In which School/College* are you now studying?	9.	....
10.	Have you been dismissed from the National Cadet Corps?	10.	....